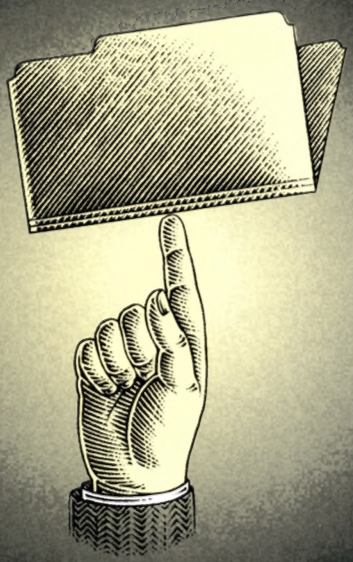
Now Software™



Now Utilities™

User's Guide

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Now Utilities™

version 5.0 User's Guide

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(02-0994)

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Introduction to Now Utilities

Congratulations on your purchase of Now Utilities—the best-selling and award-winning collection of file and system management utilities that's guaranteed to make your Macintosh faster and easier to use. Throughout its existence, Now Utilities has been continually enhanced to provide a complete set of file and system management tools—version 5.0 is the most complete and integrated package yet. This Introduction provides an overview of the software and other information that will help you get started using Now Utilities.

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Now Utilities feature overview

Here are just a few of the reasons why Now Utilities 5.0 helps you get more done on your Macintosh every day:

- Puts files at your fingertips—Custom Menus let you jump instantly to any folder, document or application; enhanced Open and Save dialog boxes give you quick access to your frequently-used files and folders; assign Hot Keys to your most important menu items in a flash; pop up hierarchical menus of folders and disks on your desktop so you can put files where they belong quickly and easily, and navigate through nested folders to get to your applications and documents just as easily.
- Find important files and folders among the thousands on your hard disk with powerful and versatile searching options—save your frequently-used search criteria to be used again with no hassle.
- Stop software conflicts immediately—when your Macintosh starts misbehaving because you installed a few new extensions, let Now Startup Manager do the detective work, find the conflicting items, and even reorder them for you as necessary. And if you do crash, you're protected because Now Save is saving your documents and recording your keystrokes as you type.
- Makes desktop publishing easier—see font names in their actual typefaces when pulling down Font menus, and create custom Font menus for specific applications; organize and convert image files plus text, sounds and movies.
- Save valuable disk space—archiving and transparent compression capabilities are built-in from Now Compress. Compress files into archives for sending them over a modem or network, and increase your available hard disk space with no slowdowns.
- Take advantage of System 7.5—Now Utilities uses the drag-and-drop technology provided by System 7.5 to make configuring your menus and other options even easier. Plus, support for PowerTalk workgroup software lets you e-mail a system configuration to a help desk, or a catalog of image files to a colleague, in one easy step.
- All of the Now Utilities components feature a button bar that provides quick access to main functions. "Hot Help" displays short identifying labels for all buttons when you pass the pointer over them. Balloon Help is included in each component as well.

The Now Utilities components

Every component of Now Utilities 5.0 has been developed to offer the best competitive features and capabilities in its category. We've focused on providing a consistent and efficient user interface across components, and a product in which each component is smoothly and sensibly integrated with its companions.

The Now Utilities collection includes:

Now FolderMenus™

Say goodbye to your cluttered, messy desktop! Now there's no reason to leave files and folders out on the desktop, because you can move them directly into any nested folder within a hard disk by holding the mouse button over the disk's icon and popping up a hierarchical menu of its contents—navigate through the hard disk's folders, highlight the destination folder and release the mouse button.

Now Menus™

With Now Menus you can create unlimited Custom Menus that give you instant access to whatever you want—documents, folders, applications, network servers, active applications and much more. Navigate through hierarchical menus up to five levels deep on the Apple menu, and any other Custom Menu you set up. Assign Hot Keys to menu items on the fly, set up application substitutions, and group applications and documents into Worksets to open them quickly all at once.

Now Profile™

Now Profile helps you track down system conflicts by providing an instant, detailed analysis of your system and its configuration. It creates detailed reports of your hardware, memory setup, system software, extensions, control panels, fonts, applications, aliases, and other items. Besides the obvious troubleshooting benefits, use it to clear your hard disk of "lost" aliases and unnecessary duplicate files.

Now QuickFiler™

The fastest way to find any file on your hard disk or on a network server—you can conduct complex searches with multiple criteria like text within files, file size, modification date and more; plus you can save your search criteria and re-use them later without having to set them up again. When you find what you're looking for, you can copy, move, alias, delete and more with just a click. You can even combine files into compressed archives for quick transfer and save disk space with transparent compression.

Now Save™

Now Save helps protect you against data loss in case of system crashes, power failure, or other accidents by automatically saving your work. Files can be saved after a specified number of minutes, keystrokes, or mouse clicks. Also, every keystroke you type is saved into special Saved Work files by the Key Capture function.

Now Scrapbook™

Now Scrapbook helps you to organize, view and store graphics (including PICT, TIFF, EPS and cross-platform GIF formats), text files, sounds and QuickTime movies in special catalogs that can be opened and scanned quickly. It includes a full-featured Clipboard Editor to crop or resize graphics and edit text.

Now Startup Manager™

Now Startup Manager lets you optimize performance by controlling the loading of extensions, control panels, startup items and even fonts. Reordering any of these items is simple—drag them where you want them. Now Startup Manager disables extensions that crash, and offers you the option of using automatic Conflict Isolation to hunt down the conflict and usually resolve it with a single click. Links let you set up special relationships for extensions that require each other's presence, or for extensions that are incompatible.

Now Super Boomerang™

Consistently praised for its convenience and speed in tracking recent files and folders, Now Super Boomerang makes it simple to locate and open the documents and applications you use most—from the Apple menu, from the "Open…" command in applications, and even within Open and Save dialog boxes. Finding lost files and folders is a snap, and you can even copy, rename and delete files within Open and Save dialog boxes instead of going back to the Finder.

Now Toolbox™

Although Now Toolbox has no user-selectable settings, it stores essential information for the Now Utilities components and makes it available to them when necessary. Because Now Toolbox contains a substantial amount of programming code that is common to the various components, much less system memory is required to run the entire collection.

Now WYSIWYG Menus™

Now WYSIWYG Menus unites font families and displays font names in their actual typefaces (What You See Is What You Get), allowing you to select the perfect font for your document quickly. You can change the order, size and color of fonts in their menus globally or for each application. Now WYSIWYG Menus gives you the ability to create different font sets for each application and assign Hot Keys to individual fonts. The Font Info area of the control panel lets you know whether TrueType or PostScript versions of fonts are installed.

Included on the disk

Your Now Utilities master disk contains the items listed here.

Components

- **Now FolderMenus**
- **Now Menus**
- **Now Profile**
- **Now QuickFiler** (extension and control panel)
- **Now Save**
- **Now Scrapbook**
- **Now Startup Manager**
- **Now Super Boomerang**
- **Now WYSIWYG Menus**

Support files

- **Archive Now**, **Compress Now** and **Expand Now**—Drag-and-drop applications for Now QuickFiler.
- **KeyCrasher**—A custom extension for use in the Now Startup Manager Conflict Isolation Tutorial. *Don't install this extension unless you want to go through the Tutorial!*
- **Macintosh Drag and Drop**—An Apple extension that makes possible many of the drag-and-drop features included in Now Utilities when you're running System 7.5.
- **Now Menus Icons**—A file containing special icons for use with Now Menus Custom Menus.
- **Now SB Extractor**—A special file that allows Now Super Boomerang to search within compressed files (note that although it's stored in the Extensions folder, it doesn't load into memory at startup).
- **Now Installer**—The application that you use to place the Now Utilities components in the correct locations on your hard disk.
- **Now Toolbox**

Informational files

- **Read Me Now**—A text file containing any late-breaking news or special notes on the current release of Now Utilities.
- **About Now Utilities**—A Now Scrapbook catalog offering tips for getting started with Now Utilities.
- **Sample Catalog**—A sample file for use with Now Scrapbook.

The components of Now Utilities are shipped on a single high-density disk. If your Macintosh can't read high-density disks, please contact us at the number given at the front of this User's Guide, and we'll arrange to send you 800K disks.

System requirements

Every Now Utilities component is fully tested and designed to work with the other components on any Macintosh meeting these requirements:

- All Macintosh and Power Macintosh models (Now Utilities is accelerated for Power Macintosh where applicable)
- System 7.0 or later
- 4MB of RAM installed minimum
- A hard disk.

About this User's Guide

This User's Guide includes an Installation chapter, plus one chapter for each of the nine Now Utilities components. The component chapters are organized in alphabetical order.

This User's Guide assumes you know how to use the Macintosh to open applications, copy files, and open control panels and Chooser devices. A working understanding of System 7 features such as aliases and startup items is important as well. If you're new to the Macintosh, refer to your Macintosh User's Guide for additional information.

Notes and Tips

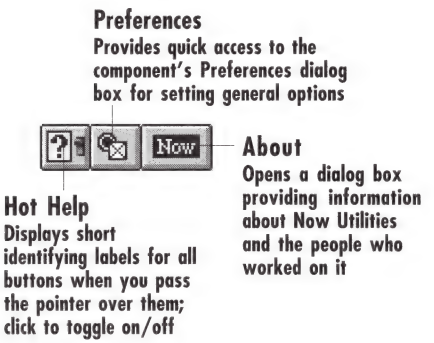
We've placed special icons in the left margin throughout this User's Guide to draw your attention to important points about using the Now Utilities components.

Text accompanied by this icon indicates something that is important for you to know about the software in order to avoid problems or to ensure that you're successful in using it.

Text accompanied by this icon informs you of a special or little-known feature, or of a particularly time-saving Now Utilities function.

Button bar in components

Probably the most noticeable similarity between all of the Now Utilities components is the button bar. Each component obviously has different buttons for different functions, but in all components the three buttons at the far right are the same.


Preferences
Provides quick access to the component's Preferences dialog box for setting general options
Now
About
Opens a dialog box providing information about Now Utilities and the people who worked on it
Hot Help
Displays short identifying labels for all buttons when you pass the pointer over them; click to toggle on/off

Because these buttons are identical in all of the components, they are not individually identified in each chapter. Only buttons that are unique to a component are pointed out in illustrations and procedures.

When the text directs you to click a button in the button bar in order to perform a function, the button appears in the left margin, as shown here, to help you identify it in the component.

If you never read manuals...

...that's okay with us. We just want to make sure that the Now Utilities components are properly configured on your Macintosh and ready to work as they should. To ensure this, follow these simple steps:

1. **Restart your Macintosh while holding down the Shift key to prevent extensions from running (especially virus protection software).**
2. **Run the Now Installer application found on your master disk.**

   The Now Utilities components and support files are installed on your hard disk.
3. **Restart your Macintosh when the installation is complete.**

   As the startup process begins, you'll be prompted to personalize your new software.
4. **Click "Personalize..." and enter the requested information, including the registration number found on your registration card, then click "OK."**

   The startup process continues.

   If this is a new installation, Now Startup Manager will open just after your Macintosh restarts and before any other startup files are loaded into memory. For now, just click "OK" in Now Startup Manager's window to proceed with startup. For more information on what to do at this point, go to Chapter 8, "Now Startup Manager," and see the "Controlling startup files during the startup process" section.
5. **After restarting, you can start to explore the Now Utilities components at your leisure.**

   Even if you just go about your normal daily tasks, it won't be long before you see the benefits of having Now Utilities installed. Return to this User's Guide when you want specific information on using a component.

Technical support

Now Software is committed to providing prompt and courteous technical support. If you can't find the answer to your problem in this User's Guide, the Quick Reference Guide or the Balloon Help, our technical support staff is glad to assist you. When calling us for technical support, please be at your Macintosh if possible, and have the following information ready:

- Your registration number, located on your registration card.
- A description of your problem—what specifically occurs and when, how severe the problem is, what error numbers or messages are displayed when the problem occurs, and anything else you notice about the circumstances of the problem.
- Results of any Conflict Isolation testing you may have done using Now Startup Manager (see Chapter 8, "Now Startup Manager" for more information).
- A profile of your Macintosh (see Chapter 4, "Now Profile," for information on creating a profile).

We can be reached for technical support Monday through Friday, 8:00 AM to 4:30 PM Pacific time, at **503-274-2815**. To receive answers via fax to some general technical support questions, call our FaxBack Information System by dialing **503-274-6370**. You can also fax us at **503-274-0670**, or contact us through the online services listed below.

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America Online: Now (you can reach our forum directly by typing Command-K and typing "Now" in the Keyword field.)
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Chapter 1
Installing Now Utilities

Installing Now Utilities is simple—the Now Installer included on the Now Utilities disk does all of the work for you, and puts everything where it belongs. We recommend that you follow the instructions in this chapter on using the Now Installer application, because it removes any previous versions of Now Utilities, gives you information about each of the components, and places each component in the correct location on your hard disk.

To Now Utilities 4.0 users: *The Now Installer handles upgrading to version 5.0 gracefully, so you don't need to move or delete any files before installing. Now Utilities 4.0 components are simply replaced by their version 5.0 counterparts, and your settings for those components are incorporated into the preferences of the new ones. The components that are new to version 5.0 are placed where they belong, with their default settings.*

To Now Compress 1.0 users: *The Now QuickFiler component of Now Utilities incorporates the features and functions of Now Compress and adds many more. For this reason, the Now Installer replaces Now Compress with Now QuickFiler, converts your Now Compress settings, and places the Now Compress software in a "Replaced Items" folder inside the "Now Utilities™" folder.*

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Installing Now Utilities using the Now Installer

The Now Installer application on your master disk is designed to place the Now Utilities components in their correct locations automatically.

To install Now Utilities:

1. **Restart your Macintosh while holding down the Shift key.**

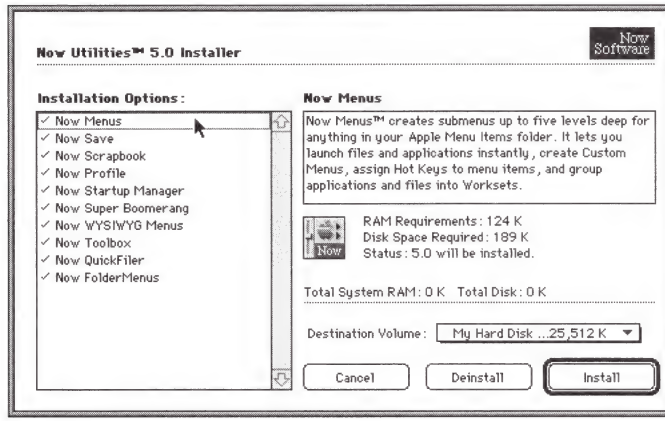
   This disables all extensions on your Macintosh.

   This step is very important—installing any new software product while other extensions are active can result in corrupted files and other problems.

2. **Insert the Now Utilities master disk into the disk drive.**

3. **Double-click the Now Installer icon to open the application.**

   A "splash screen" appears as the Installer opens. Then the Installer dialog box appears.


Now Utilities™ 5.0 Installer
Now Software
Installation Options:
✓ Now Menus
✓ Now Save
✓ Now Scrapbook
✓ Now Profile
✓ Now Startup Manager
✓ Now Super Boomerang
✓ Now WYSIWYG Menus
✓ Now Toolbox
✓ Now QuickFiler
✓ Now FolderMenus
Now Menus
Now Menus™ creates submenus up to five levels deep for anything in your Apple Menu Items folder. It lets you launch files and applications instantly, create Custom Menus, assign Hot Keys to menu items, and group applications and files into Worksets.
RAM Requirements: 124 K
Disk Space Required: 189 K
Status: 5.0 will be installed.
Total System RAM: 0 K Total Disk: 0 K
Destination Volume: My Hard Disk ...25,512 K
Cancel
Deinstall
Install

   The components of Now Utilities are listed in the window on the left. A checkmark appears to the left of each component name, indicating that all of the components will be installed.

4. **Using the "Destination Volume" pop-up menu, choose the volume where you want to install Now Utilities.**

   You can choose any volume that has System 7.0 or later system software installed. You can also install Now Utilities on a network volume such as an AppleShare volume.

5. **To learn more about a component, place the pointer over the component name and read the information displayed to the right.**

   You'll see a description of the component, the amount of RAM it requires, the amount of disk space it will occupy, and whether or not a previous version of the component was found. If so, the Now Installer will update it.

   The total amount of RAM and disk space required by all of the selected components is indicated at the center of the screen.

6. Select or deselect components for installation as desired.

If you don't want to install a particular component, click to the left of its name—the checkmark disappears to indicate that it won't be installed.

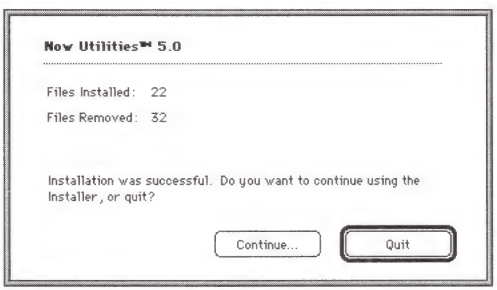
Installation of Now Toolbox is required when you install any of the Now Utilities components.

7. Click "Install" to begin the installation.

A license agreement dialog box appears. To proceed with the installation, click "Agree" to indicate that you agree to the standard terms of this agreement.

Installation begins and the Installer displays a progress dialog box.

When the installation is complete, the Now Installer displays a results dialog box.


Now Utilities™ 5.0
Files Installed: 22
Files Removed: 32
Installation was successful. Do you want to continue using the Installer, or quit?
Continue...
Quit

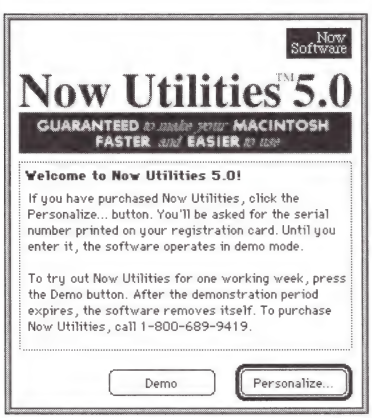
8. Click "Quit" to exit the Now Installer.

A message appears indicating that the installation won't take effect until you restart.

You can also click "Continue..." at this point if you want to install Now Utilities onto another volume.

9. Click "Restart."

Your Macintosh restarts. Soon a Now Utilities personalization dialog box appears on your screen. This dialog box offers you the option of using the software on a demonstration basis, or personalizing the software with a valid registration number.


Now Software
Now Utilities™ 5.0
GUARANTEED to make your MACINTOSH FASTER and EASIER to use
Welcome to Now Utilities 5.0!
If you have purchased Now Utilities, click the Personalize... button. You'll be asked for the serial number printed on your registration card. Until you enter it, the software operates in demo mode.
To try out Now Utilities for one working week, press the Demo button. After the demonstration period expires, the software removes itself. To purchase Now Utilities, call 1-800-689-9419.
Demo
Personalize...

10. Click "Personalize...".

A personalization dialog box opens, prompting you to enter your name, organization (optional) and the registration number found on your registration card.

We recommend that you also write your registration number in the space provided inside the front cover of this User's Guide, in case you need it later.

11. Enter the required information, taking care to type your registration number correctly, then click "OK."

The startup process continues, and the new Now Utilities components are loaded into memory. You're ready to enjoy the enhanced productivity of Now Utilities!

To new users: *If this is the first time you've installed any version of Now Utilities, Now Startup Manager will open just after your Macintosh restarts and before any other startup files are loaded into memory. For instructions on how to proceed when Now Startup Manager appears during startup, go to Chapter 8, "Now Startup Manager," and see the "Controlling startup files during the startup process" section.*

Where Now Utilities is installed on your hard disk

During the installation process, Now Utilities files are placed on your hard disk as follows:

- The Control Panels folder will contain Now FolderMenus, Now Menus, Now QuickFiler, Now Save, Now Startup Manager, Now Super Boomerang and Now WYSIWYG Menus.
- The Extensions folder will contain Macintosh Drag and Drop, Now Toolbox, Now QuickFiler Extension and Now SB Extractor.
- The Preferences folder will contain a folder called "Now Utilities Prefs"—inside this folder will be a preferences file for each of the nine components, plus a "Now Toolbox Prefs" file and a "Now Menus Icons" file.
- The System Folder will contain these folders: Control Panels (disabled), Extensions (disabled), Saved Work Folder, Startup Items (disabled), and System Extensions (disabled). If Now Startup Manager finds a duplicate extension, it creates a new folder named Duplicate Items in the System Folder.
- The Saved Work Folder will contain a date-stamped Saved Work file (part of Now Save's Key Capture feature).
- The Apple Menu Items folder will contain aliases of Now Scrapbook and Now Super Boomerang.
- The main window of your hard disk will contain a folder called "Now Utilities™"—this folder contains Archive Now, Compress Now and Expand Now (drag-and-drop applications for Now QuickFiler); Now Profile and Now Scrapbook; several sample files for Now Scrapbook, including a Now Scrapbook catalog offering tips for getting started with Now Utilities ("About Now Utilities"); the "KeyCrasher" extension for use in the Now Startup Manager Conflict Isolation Tutorial (see Chapter 8, "Now Startup Manager"); and the "Read Me Now" text file containing important late-breaking news about the software.

If you're a Now Compress 1.0 user, the Now Installer removes the Now Compress software from your System Folder and places it in a "Replaced Items" folder inside the "Now Utilities™" folder. Your version 1.0 drag-and-drop applications (Archive Now, Compress Now and Expand Now) are updated to the Now QuickFiler 5.0 versions.

Installing Now Utilities from a network server

If you support a workgroup of Macintosh users and have purchased Now Utilities for this group, it's probably easier and faster for your users to install directly from a network server rather than using a floppy disk. It's simple to set up for this type of installation.

On the server volume, create a folder called "Now Utilities 5.0." Insert the Now Utilities master disk, select all of the items it contains, and drag them into the folder. Once the copying is complete, your users can install Now Utilities by opening the folder you created and double-clicking the Now Installer.

If you create a special password-protected version of Now Startup Manager to specify and preserve settings for displaying or excluding certain startup files, you can make sure it's installed during this process by simply copying it into the "Now Utilities 5.0" folder—there's no need to remove any files. The Now Installer will see the special version you've added to the folder, and install it instead of the "generic" Now Startup Manager. The same is true if you create special settings for Now Menus or any other component and want to distribute them throughout your group—placing the resulting preferences file in the network installation folder will cause it to be installed instead of the default file.

Removing Now Utilities using the Now Installer

Should you need to remove the Now Utilities components from your hard disk for any reason, the Now Installer can do it for you easily, since it knows the proper location of each component.

To remove the software, just follow the same steps described previously for installing, select the components to be removed, and click "Deinstall" instead of "Install." You'll be prompted to confirm that you want to remove the selected components—click "OK." The Installer removes the components, then a message appears indicating that the removal won't take effect until you restart. Click "Restart," and your Macintosh will restart without the components you removed loading into memory.

Chapter 2
Now FolderMenus

Now FolderMenus is a simple but extremely useful component—it gives you the ability to "pop up" a menu of any folder's or volume's contents just by clicking on the item and holding down the mouse button. You can then view the contents of nested folders, and open folders or documents within folders by selecting them and releasing the mouse button. You can even move an item into a folder simply by dragging its icon to the folder, popping up the folder menu, and dragging it to the desired nested folder.

With Now FolderMenus, your hard disk is better organized, because instead of cluttering up the desktop or your hard disk window by placing items there temporarily, you can easily file items in the desired locations immediately.

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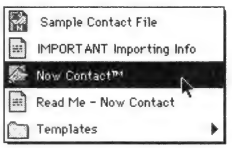
Using Now FolderMenus

Since Now FolderMenus' functions are active as soon as you install Now Utilities, you can see it at work immediately in the Finder. Notice that the icons of any folders that are not empty include a small arrow (this is true in any view—Icon, Small Icon or List).

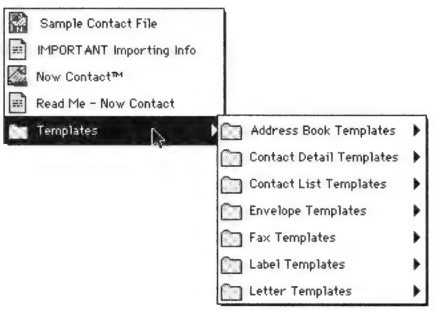
Hard disks and other volumes on your desktop are also available for Now FolderMenus functions, though arrows do not appear on their icons. References to "folders" in this chapter should be read as including desktop volumes as well.

Viewing a folder's contents

To see a pop-up menu of a folder's contents, just click on its icon and hold down the mouse button. A menu pops up, displaying the folder's contents.



To see the contents of any folder located inside the folder, just highlight its name to display a submenu of its contents.

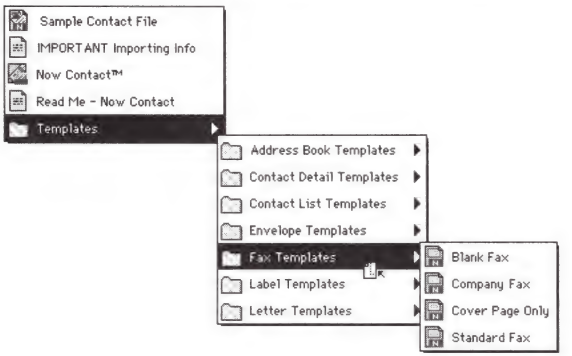


To open a window in the Finder for one of these folders, just highlight its name and release the mouse button. You can move up to five levels deep through the hierarchy of the folder.

Moving items into folders

The Finder already allows you to drag an item to a folder icon to place it inside the folder. But with Now FolderMenus installed, you can drag an item to a folder and place it inside a folder nested within, up to five levels deep.

To do so, just drag the item to the outer folder and hold down the mouse button. The folder's contents are listed in a pop-up menu; navigate through the menu until you find the desired folder, then "drop" the item inside it by releasing the mouse button. Hold down the Option key during this process to copy the item into the folder instead of moving it.



Opening documents by dragging to applications

Though you can easily open documents in their creating applications by double-clicking them, Now FolderMenus makes it easy to open a document in a different application than the one that created it (opening a SimpleText document in Microsoft Word, for example, or opening an application in ResEdit), or in a specific copy of an application of which you have multiple copies stored on your hard disk.

As with moving items, just drag the document's icon to the folder containing the application (or an outer folder), hold down the mouse button, and navigate through the pop-up menus as necessary to locate the desired applications. When you find it, highlight the application name and release the mouse button. The application opens the document.

This technique is also very handy for drag-and-drop applications, like those included with Now QuickFiler (Archive Now, Compress Now and Expand Now). To reduce clutter on your desktop, place all of your drag-and-drop applications in a folder and then drag documents to the folder icon to use the applications.

Now FolderMenus control panel settings

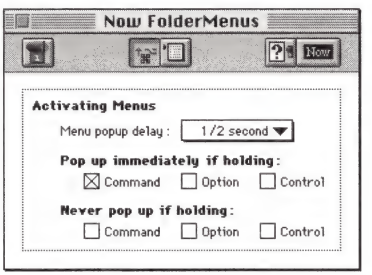
The Now FolderMenus control panel is quite straightforward. Among other things, it lets you specify how long the delay is between clicking on a folder and popping up the menu, and lets you control the display of icons in the menus.

On/Off button

The "On/Off" button lets you turn the Now FolderMenus functions on or off without re-starting.

Activating folder menus

To view and modify these settings, click the "Activating Menus" button, if this area isn't already active.

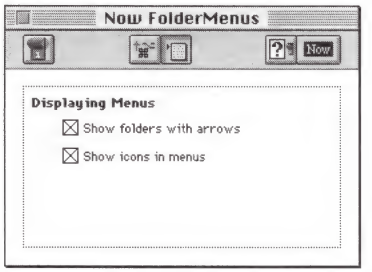


The settings for this area are listed below.

This option...	Specifies that...
Menu pop-up delay	Once you click on a folder icon, Now FolderMenus will wait the amount of time selected here before popping up the menu of its contents. This allows you to prevent the Now FolderMenus functions from interfering with dragging folder icons in the Finder. You may want to experiment with this setting to balance the speed of the pop-up menu with your working style.
Pop up immediately if pressing	The pop-up menu will appear immediately when you click on a folder icon while pressing the key(s) selected here. *If you frequently hold down the Command key to align items to the grid as you drag them in the Finder, you may not want to select this key alone for popping up a folder menu instantly.*
Never pop up if pressing	The pop-up menu will not appear when you click on a folder icon while pressing the key(s) selected here.

Displaying menus

To view and modify these settings, click the "Displaying Menus" button, if this area isn't already active.



The settings for this area are listed below.

This option...	Specifies that...
Show folders with arrows	Folder icons will show small arrows in all views, indicating that you can pop up a menu of their contents.
Show icons in menus	Icons will be displayed next to the items appearing in pop-up folder menus. *Deselecting this option can speed up the appearance of pop-up folder menus.*

Chapter 3

Now Menus

Now Menus helps you to be much more productive with your Macintosh in many different ways. You can create convenient menus in the menu bar that give you quick and easy access to whatever items and functions are most important to you. You get constantly-updated lists of your recently-used folders, documents, applications and more. You can assign your own custom Hot Keys to any menu item, even replacing the Hot Keys assigned to menu commands in your applications. You can even configure applications so that they open with special color and sound level settings that you specify, to suit the kind of work you do with them.

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Now Menus Concepts

Now Menus provides a wealth of functions to help you work faster and more efficiently on your Macintosh; this section is a brief overview of the areas in which Now Menus enhances your system.

Enhanced Apple menu

The Apple menu is System 7's built-in "Custom Menu," providing relatively quick and customizable access to control panels, desk accessories, folders, and other items that you place in the Apple Menu Items folder. Now Menus gives you greatly-enhanced control of the Apple menu, with hierarchical submenus for folders up to five levels deep, plus extensive options for rearranging the menu contents and changing the overall appearance of the menu—and you never have to open the Apple Menu Items folder.

The Apple menu is significantly different from the Custom Menus that Now Menus can create, because the items it displays represent the contents of the Apple Menu Items folder inside the System Folder. When you add or remove items in the Apple menu using the Now Menus control panel, you're actually creating or deleting aliases (and sometimes actual files) in the Apple Menu Items folder.

The System 7.5 Apple menu provides certain new functions like hierarchical submenus and access to recently-used documents and applications, but you'll find that Now Menus offers much more functionality and customizability, plus much easier access to configuring its options. For example, highlighting the Monitors control panel in the Control Panels submenu displays an additional submenu allowing you to choose a color depth setting without having to open the control panel; and highlighting the Sound control panel lets you choose a sound level immediately.

Custom Menus

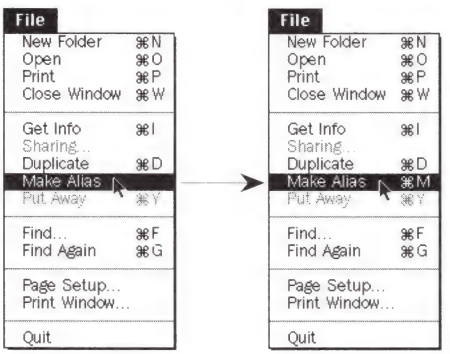
Custom Menus can be pulled down from virtually any location in the menu bar, or popped up by clicking on the desktop or while holding down a key combination. When you set up a Custom Menu, you're not manipulating aliases in a folder as with the Apple menu—you're just adding items by name to appear in the menu. Just as in the Apple menu, you can display applications, documents, folders and more in Custom Menus. In addition, however, Custom Menus can include Smart Items, which let you find files, display recently-used files, switch between active applications, and much more.

Using the available options, you can create Custom Menus that display all active applications plus the contents of the menu bar, all recently-used documents, the contents of the System Folder, a list of network servers, or many other possibilities. By default, there are Custom Menus at the far left and right edges of your menu bar—the "Left Pull-Down" menu on the left side shows a list of your recently-used applications, and the menu on the right side shows a list of recently-used documents. In the middle of the menu bar are two Movable Pull-Down Custom Menus—one, titled the "Now Utilities Menu," gives you instant access to the Now Utilities components; the other, titled "Drive Menu," displays the contents of your startup disk for easy access. These are simply the default settings for these menus—you can set them up any way you like.

If you're upgrading from Now Utilities 4.0.x, Now Menus 5.0 reads your version 4.0 preferences and sets up your menus as they were under the previous version. If you want the Now Utilities Menu or the Drive Menu in your menu bar, you can set them up easily (see "Creating Custom Menus" later in this chapter).

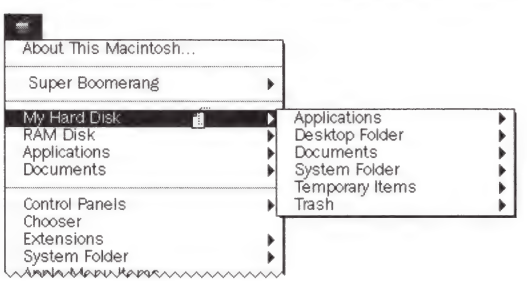
Hot Keys

For applications in which some menu items don't have predefined Hot Keys, or keyboard shortcuts ("⌘-S" for Save, for example), or in which you want to change the original ones, Now Menus lets you easily assign your own or even redefine existing ones. You can create Hot Keys for commands in the Finder and any other application program, as well as any item in the Apple menu or a Custom Menu. Hot Keys usually include one or more modifier keys (Command, Control, Shift, and Option), along with any character on the keyboard; the function keys on an extended or adjustable keyboard work alone, as well.



Dragging Finder items into menus

For the ultimate time-saver, Now Menus lets you use your custom-configured menus to open, move, copy and even delete items in the Finder. Just drag the icon of a document into the menu bar and down into any location on a menu. If you drag it to its creator application's name, it's opened by the application; if you drag it to a folder name, it's placed in that folder; if you drag it to an alias of the Trash, it's moved to the Trash.



Worksets

While the Macintosh system software lets you open multiple applications and documents simultaneously by selecting their icons in the Finder and choosing "Open" from the File menu, you're limited to selecting only items displayed in the same window. This limitation makes it difficult to open multiple applications and documents at once. When you create Worksets with Now Menus, however, you can quickly open multiple applications and documents simultaneously without searching through folders to locate and open each application and document one at a time. For example, you can create a Workset called "Financial Reports" that contains FileMaker Pro, Microsoft Word, and Microsoft Excel and open it whenever you want to create a report.

Each Workset you create contains a list of applications and documents. The Workset appears as an icon on the desktop. To open the applications and documents in the Workset, just double-click its icon. Just like any other file on your hard disk, you can place a Workset on a Custom Menu and launch it quickly from there.

Application Substitution

You're probably familiar with the situation of trying to open a text document created in an application that you don't have (opening a WordPerfect document in Microsoft Word, for example). Now Menus can automate this process through its Application Substitution feature. Once you specify in Now Menus that you want documents created by one application to be opened by a different one (provided that the application is capable of opening the file type in question), just double-clicking a document causes it to be opened by the application you specified.

Using the menus

This section explains how to use the menus that Now Menus can create. The table below lists the various menus and how you can view their contents.

To view...	Click...
The Apple menu	The Apple icon at the left end of the menu bar.
The Left Side Pull-Down	At the far left end of the menu bar (this menu and the following ones are all referred to as Custom Menus).
The Right Side Pull-Down	At the far right end of the menu bar.
A Movable Pull-Down	Its icon in the menu bar (you can create as many Movable Pull-Down menus as your menu bar space permits). You can change the position of a Movable Pull-Down by holding down the Command key and dragging its icon.
The Desktop Pop-Up	Any visible portion of the desktop, even if the Finder isn't the frontmost application.
A Modifier Key Pop-Up	Anywhere on the screen while holding down the modifier key combination that you specified.

This section discusses the contents of the menus under the Now Menus default settings. See the following sections of this chapter if you want to create new Custom Menus or modify any of the menus.

When you've pulled down a menu and you want to "release" it without opening anything, move the pointer out of the menu and release the mouse button (or, if you have "Menus 'stick' when pulled down" selected in Now Menus preferences, click the mouse button outside the menu).

Opening folders

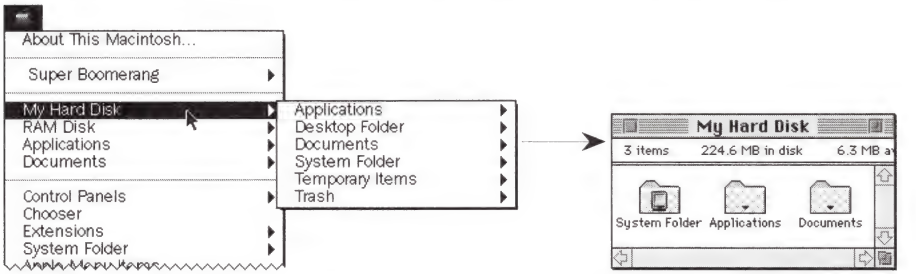
A folder can be made to appear in a menu in three different ways:

- By specifically adding the folder to the menu using the Add Folder pop-up menu in the Now Menus control panel.

- By adding the "(Recent Folders)" Smart Item to the menu using the Smart Items pop-up menu in the Now Menus control panel—when you view the contents of the menu, the Smart Item will display a list of folders in which you've recently opened and saved documents and applications.
- If you're running System 7.5 or later, you can drag a folder directly from the desktop into the menu items list of the Now Menus control panel.

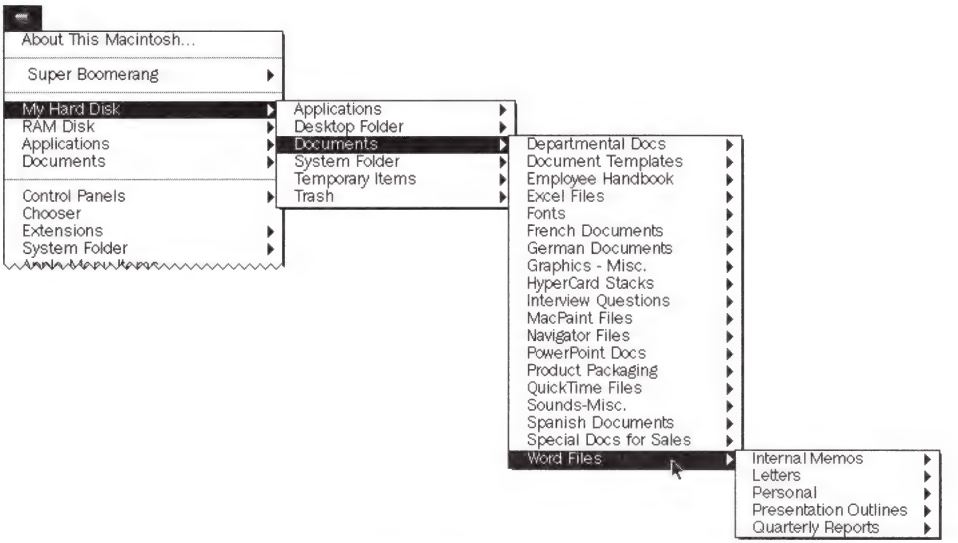
See "Configuring Custom Menus" later in this chapter for information on adding items to menus.

To open a folder from a menu, just select the folder name and release the mouse button—the folder's Finder window opens, just as if you'd double-clicked the folder's icon.



Note that selecting a folder name and holding down the mouse button displays a submenu listing any contents of the folder—this is a quick way to view a folder's contents (or to open documents it contains—see "Opening documents in their applications" later in this section).

If the folder you want to open is nested inside another folder or folders, you can navigate through the hierarchical menus, up to five levels deep, until you locate the folder you want—just drag the pointer to each successive folder you want to see. Then open it as described above.

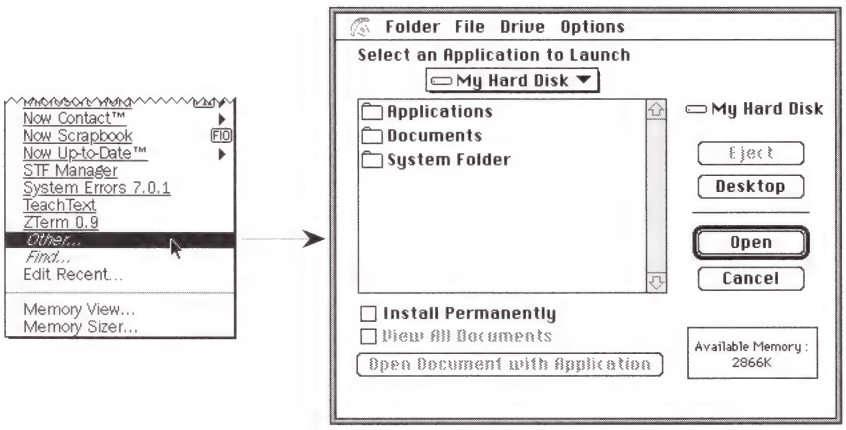


If you find that you're often navigating through several levels of folders to get to the same one, you can save time by adding the folder to the menu itself.

Opening applications

You can open an application by choosing its name from any menu on which it appears. By default, a list of recently-opened applications is installed in the Left Side Pull-Down menu. If the application you want to open doesn't appear on any menu, you can navigate through folders as described above to find the folder containing the application, and then choose the application's name from the submenu attached to the folder.

Another way to open an application that doesn't already appear on a menu is to use the "*Other...*" command. Choosing this command opens a dialog box that lets you navigate through your hard disk to find the application you want, then double-click its name to open it.



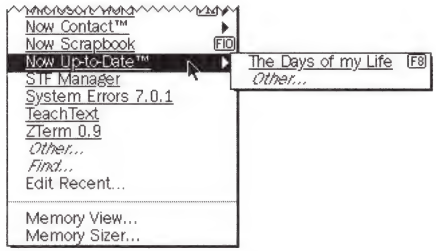
The dialog box also gives you the option of permanently adding the application to your list of recent applications. The "*Other...*" command must be installed on one or more of your menus in order for you to use it—by default, it's installed at the bottom of the Left Side Pull-Down menu (see "Using the '*Other...*' command" later in this chapter for more information).

Opening documents in their applications

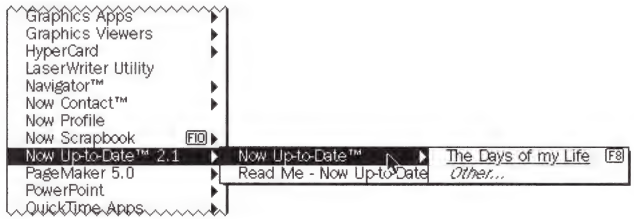
Just as choosing an application name from a menu will open the application, choosing a document name will open the document in the application that created it. There are two ways to open documents in applications:

- By navigating through the menus to locate the folder containing the document, then choosing the document name from the submenu attached to the folder name, or
- By navigating through the menus to locate the application that created the document, then choosing the document name from the submenu.

Now Utilities keeps track of which documents you use, and lists them on submenus attached to the applications that created them. The recent document submenu appears whenever you highlight an application name.



A recent document submenu in a recent applications list



A recent document submenu attached to an application in its folder

Special submenus

Now Menus enhances your access to certain items on your system by attaching special submenus to them that allow you to select options quickly without opening extra windows or control panels. You can select a printer or AppleShare volume, change the sound volume or the color depth settings of your monitor, and more.

The items listed below normally appear on the Apple menu, but note that you can install them on any Custom Menu as well.

To select...	Highlight...
A printer	The Chooser (usually in the Apple menu) and select a printer driver from the submenu; the Chooser opens to display the available printers for that driver. *To select a printer quickly, hold down the Command key while choosing a printer device from the submenu (there must be only one printer available for that driver in order for this to work).*
An AppleShare volume	The AppleShare item on the Chooser submenu, then choose the desired volume from the AppleShare submenu. *A server name appears on the AppleShare submenu only if you have recently mounted it and opened an application or document stored on it.*
A sound level	The Sound control panel (usually found in the submenu attached to "Control Panels" on the Apple menu) and choose the desired level from its submenu.
A color depth setting	The Monitors control panel (usually found in the submenu attached to "Control Panels" on the Apple menu) and choose the desired color depth from its submenu. *Any changes you make to the color depth settings in this way are temporary; the settings revert to whatever is configured in the Monitors control panel the next time you restart.*
A startup disk	The Startup Disk control panel (usually found in the submenu attached to "Control Panels" on the Apple menu) and from the submenu, choose the desired disk to start up from on the next restart.
A Startup Set	The Now Startup Manager control panel (usually found in the submenu attached to "Control Panels" on the Apple menu; also available from the Now Utilities Movable Pull-Down menu, if it's installed) and choose the desired Startup Set from its submenu. Hold down the Command and Control keys while choosing the Set to restart immediately and load the new group of startup files into memory. (See Chapter 8, "Now Startup Manager," for more information on Startup Sets.)

For even faster access to printers, sound levels and color depth settings, assign Hot Keys to submenu items that you choose frequently. Assign a Hot Key to your favorite printer, or to your preferred sound level. Better yet, if you frequently switch between two sound levels or two color depths (black & white and 256 colors, for example), assign the same Hot Key to both—pressing the Hot Key repeatedly will switch between them. See "Assigning Hot Keys directly in menus" later in this chapter for more information.

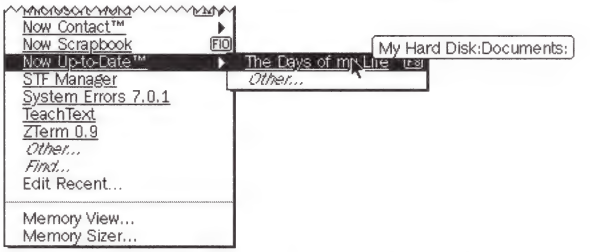
Viewing pathnames for items in menus

For those situations when you're looking at a file, folder or application in a Custom Menu or submenu and you're uncertain of the item's location on your hard disk, Now Menus lets you view its pathname quickly and easily. A pathname is a sequence of folder names that indicates a file's or folder's position in the folder hierarchy of your hard disk. For example, the pathname for the Now Menus control panel would read: "My Hard Disk:System Folder:Control Panels."

To view the pathname for an item in a Custom Menu or submenu:

1. **Pop up or pull down a menu containing files, folders or applications.**
2. **Highlight an item on the menu or on a submenu.**
3. **While continuing to hold down the mouse button, press the "P" or the "W" key.**

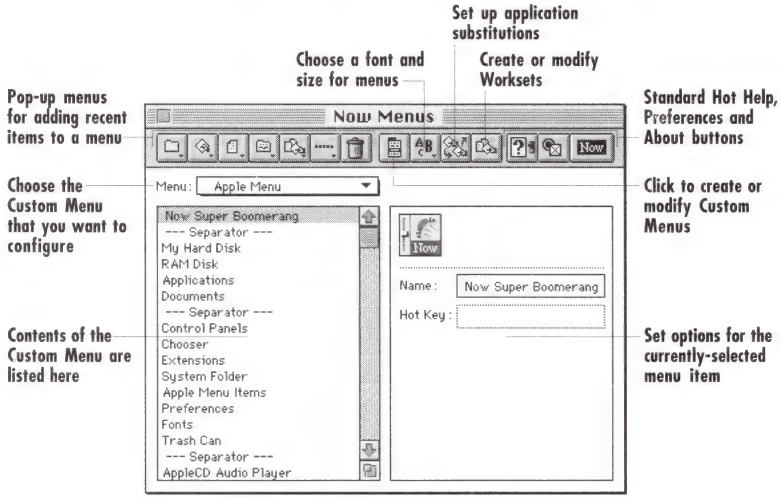
   The pathname appears over the item's name.



4. **Release the "P" or "W" key, move the pointer back up to the menu bar, and release the mouse button to close the menu.**

The Now Menus control panel

The Now Menus control panel is your "command center" for creating and modifying Custom Menus, as well as setting other options. The button bar gives you quick access to commands and pop-up menus, making it easy to set up your menus and adjust them later.



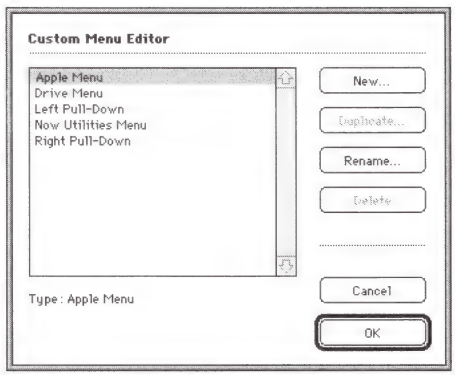
Creating Custom Menus

In addition to the default Custom Menus created by Now Menus upon installation, you can create your own pop-up or pull-down menus. For example, you may want to create a separate menu for all of your graphics applications, or for all of the chapter documents in a report. Besides the Right and Left Pull-Down menus created at installation, you can also create Movable Pull-Downs, a Desktop Pop-Up, and Modifier Key Pop-Ups.

To create a Custom Menu:

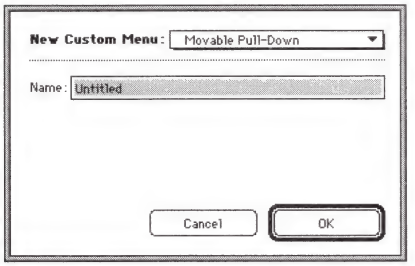
1. In the Now Menus control panel, click the "Create/Modify Custom Menus" button or choose "Edit..." from the "Menu:" pop-up menu.

The Custom Menu Editor dialog box opens.



2. Click "New...".

The New Custom Menu dialog box opens.



To create a new Custom Menu that has the same contents as an existing Custom Menu, select the Custom Menu you want to duplicate and then click "Duplicate..." instead of "New..." (you can't duplicate the Apple menu, however).

3. Choose the type of Custom Menu you want from the "New Custom Menu" pop-up menu and set its options depending on its type.

To create a...	Choose...
Left Pull-Down	**Left Pull-Down** and type a name for the menu in the "Name:" field.
Right Pull-Down	**Right Pull-Down** and type a name for the menu.
Movable Pull-Down	**Movable Pull-Down** and type a name for the menu.
Desktop Pop-Up	**Desktop Pop-Up** and type a name for the menu.
Modifier Key Pop-Up	**Modifier Key Pop-Up**, type a name for the menu, and click the modifier keys you want to use for this new menu (the menu will pop up when you click anywhere on the screen while holding down these keys). *Note that you can't select the Shift key alone for use with a Modifier Key Pop-Up.*

You can create only one of the "Right Pull-Down," "Left Pull-Down" and "Desktop Pop-Up" menu types—each of these options is dimmed if a menu of the same type already exists.

4. Click "OK."

You're returned to the Custom Menu Editor dialog box, where the Custom Menu you created is selected.

If you created a Right Pull-Down, Left Pull-Down or a Movable Pull-Down, continue with step 5; if you didn't create one of these types, skip ahead to step 6.

5. Set the icon options for the Right Pull-Down, Left Pull-Down or Movable Pull-Down that you created.

Select or deselect the "Show Icon" checkbox as desired to specify whether or not an icon will be displayed in the menu bar for the Custom Menu.

If you selected the "Show Icon" checkbox and want to change the default icon for the Custom Menu, click the "Choose Icon..." button, select an icon in the dialog box and click "OK."

For information on adding new icons to those already available in Now Menus, see the next section, "Selecting icons for pull-down menus."

6. **Click "OK."**

   You're returned to the Now Menus control panel. See "Configuring Custom Menus" later in this chapter for information on adding items to the new Custom Menu.

If you created a Movable Pull-Down menu, its icon now appears in the menu bar. You can change the icon's position in the menu bar by holding down the Command key and dragging it. Movable Pull-Down menus always move to the right to accommodate the menus of the current application. To prevent your Movable Pull-Down menus from interfering with other items that may appear at the right end of the menu bar (menu bar clock displays, etc.), use the "Set Rightmost..." option in the Now Menus preferences dialog box to specify the farthest-right position your menus can occupy. If an application's menu items ever force a Movable Pull-Down menu past this boundary, the menu is added to the top of your Left Pull-Down and/or Right Pull-Down menus, as long as at least one of them exists.

Deleting Custom Menus

The Custom Menu Editor dialog box also allows you to delete a Custom Menu that you no longer want to use.

To delete a Custom Menu:

1. **In the Now Menus control panel, click the "Create/Modify Custom Menus" button or choose "Edit..." from the "Menu:" pop-up menu.**

   The Custom Menu Editor dialog box opens.

2. **Select the Custom Menu that you want to delete.**

3. **Click "Delete."**

   The menu is removed from the list.

4. **Click "OK."**

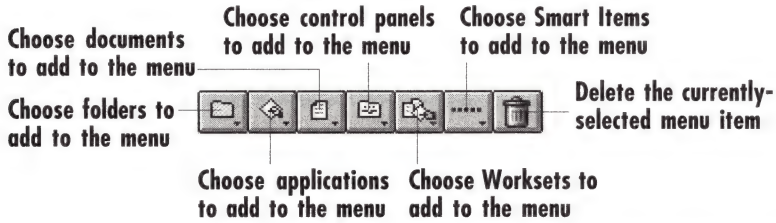
   You're returned to the Now Menus control panel.

Configuring Custom Menus

Whether you're working with an existing Custom Menu or an empty one that you just created, it's easy to add and remove various items until the menu is set up just the way you want it. You can add folders, applications, documents, control panels and Worksets to a Custom Menu; you can also add Smart Items, which let you find files, display recently-used files, switch between active applications, and much more. You can organize items on a Custom Menu by dragging to rearrange them and by using separators.

Adding items to a Custom Menu

The recent item pop-up menus at the left end of the Now Menus button bar give you quick access to recently-used folders, applications, documents, control panels and Worksets so that you can add them to a Custom Menu easily.


Choose documents to add to the menu
Choose control panels to add to the menu
Choose Smart Items to add to the menu
Choose folders to add to the menu
Delete the currently-selected menu item
Choose applications to add to the menu
Choose Worksets to add to the menu

To add one of these items to the currently-displayed Custom Menu, choose the desired item from the pop-up menu for its type. If the specific item you want to add isn't listed among the recent items for its type, choose the "Other [item type]..." command from the pop-up menu to locate and add the item manually.

If you're running System 7.5 or later, you can also add items to a Custom Menu by dragging them into the list from the Finder.

One of the most useful items you can add to a Custom Menu is your hard disk or another volume on your desktop, such as a network server. If the volume's name doesn't appear in the "Add Folders" pop-up menu, choose "Other Folder...", then locate it and add it to your Custom Menu. Highlighting the volume's name in the Custom Menu will give you hierarchical access to all of the folders it contains.

Deleting items from a Custom Menu

When you want to delete an item from a Custom Menu so that it will no longer appear in the menu, just select the item and click the "Delete Selected Item(s)" button—the item disappears from the menu list. (You can also delete an item by selecting it and pressing Delete/Backspace.)

When you perform this operation, you're not *deleting the actual file or folder from your hard disk; you're simply deleting its listing from the menu.*

Adding Smart Items to a Custom Menu

The Smart Items available on the "Smart Items" pop-up menu in the Now Menus button bar provide special functions that make your Custom Menus remarkably powerful. Smart Items add "intelligent" functions to a Custom Menu that let you choose from recent files, folders and applications; find items you want to open; view memory usage and much more. To add a Smart Item to a Custom Menu, just choose it from the Smart Items pop-up menu.

What the various Smart Items do

This table explains the use of each Smart Item.

This Smart Item...	Does this...
---Separator---	Inserts a separator line into the Custom Menu to help organize its contents. Drag the separator line wherever you want it.
(Recent Files)	Displays a list of recently-opened files in the Custom Menu.*
(Recent Folders)	Displays a list of recently-used folders in the Custom Menu.*
(Recent Apps)	Displays a list of recently-opened applications in the Custom Menu.*
(Active Apps)	Displays a list of the currently-running applications in the Custom Menu. After adding this Smart Item to a menu, select it to specify whether or not it will display background processes such as when PrintMonitor becomes active to run a print job.
(Menu Bar)	Displays a "copy" of the current menu bar in the Custom Menu, so that you can choose commands from the current application's menus without going into the menu bar. *This is very handy when added to a Desktop Pop-Up or Modifier Key Pop-Up!*
(Now Utilities)	Displays a list of all installed Now Utilities components. After adding this Smart Item to a menu, select it to specify whether its contents will be displayed directly in the menu or as a submenu attached to a "Now Utilities" item.
"Other..."	Opens a dialog box that lets you select and open a file or application that is not listed on the Custom Menu. After adding this Smart Item to a menu, select it to specify whether it will show all files, or applications only.†
"Find..."	Opens a dialog box that lets you find files, applications and folders, then open them if you wish.†
Memory Viewer...	Opens a dialog box that displays memory usage on your system.†
Memory Sizer...	Opens a dialog box that lets you adjust the memory allocated to a selected application.†
Edit Recent...	Opens a dialog box where you can edit the Now Utilities database of recent files, folders and applications. You can remove recent items from the database, add items, and make items permanent.†

*See the next section for options relating to this Smart Item.

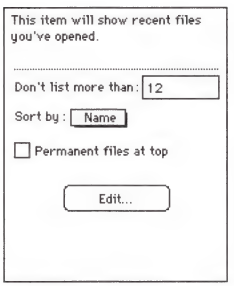
†Use of this function is described later in this chapter; see the "Using [Function Name]" section for each function.

Configuring the "Recent" Smart Items

The three "Recent" Smart Items—"Recent Files," "Recent Folders" and "Recent Apps"—offer options to let you control how they appear in menus and what items are displayed.

Control panel options for "Recent" Smart Items

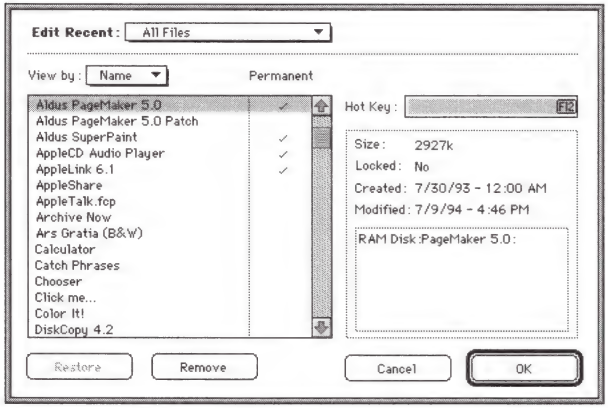
When you add one of these Smart Items to a Custom Menu, selecting it in the control panel makes a number of options available. The illustration below shows the options that appear for the "Recent Files" Smart Item; the options for "Recent Folders" and "Recent Apps" are nearly identical.



Use...	In order to...
Don't list more than	Specify the maximum number of items to be displayed in the menu.
Sort by	Specify whether items in the menu will be sorted alphabetically by name, or chronologically by their last modification dates.
Permanent _____ at top	Specify that items you've marked as permanent (this will read "files," "folders" or "apps," depending on the Smart Item that's selected) will be listed together at the top of the recent items menu, with the temporary items listed below.
Edit...	Open a dialog box where you can control the recent items in the Now Utilities database—remove items, make them permanent, set Hot Keys, etc. (see the next section for more information)

Using the "Edit Recent..." dialog box

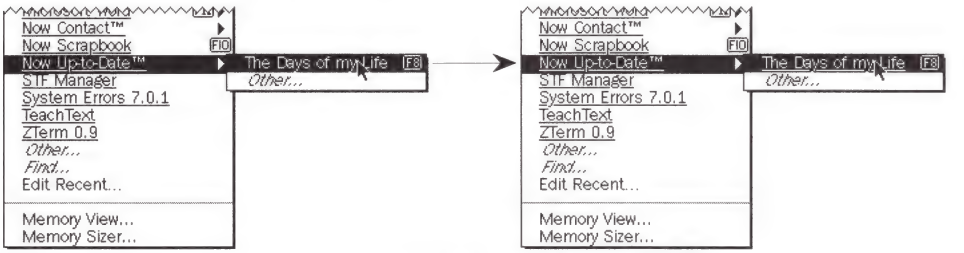
The dialog box that opens when you click "Edit..." in the control panel or when you choose the "Edit Recent..." Smart Item from a Custom Menu gives you full access to the database of recent items maintained by Now Utilities.



To...	Do This...
Control which recent items are displayed	Choose the desired type from the "Edit Recent..." pop-up menu: "All Files," "Applications," "Folders," or choose a specific application from the bottom portion of the menu to view only recent documents for that application.
Remove a recent item	Select it and click "Remove." You can select multiple items to remove by Shift-clicking or Command-clicking.
Make an item permanent	Click in the right-hand column next to the item—a checkmark appears to indicate that the item is now permanent. (Simply click a checkmark to make it disappear, making the item temporary again.)
Set a Hot Key for an item	Select the item, then press the desired key combination—it's immediately entered into the "Hot Key" field.
Remove a Hot Key for an item	Select the item, then press Delete/Backspace—the "Hot Key" field becomes blank.

Configuring "Recent" Smart Items directly in menus

Many of the same functions available in the "Edit Recent…" dialog box can actually be performed directly in Custom Menus using the keyboard. All of these functions involve highlighting an item in a Custom Menu and holding down the mouse button while pressing a key or keys on the keyboard. For example, in the illustration below, the spacebar is being pressed while a recent item is highlighted, making it permanent—the item's name is underlined as soon as the spacebar is pressed.



To…	Highlight the item and…
Remove a recent item	Press Delete/Backspace—a line appears through the item, and the item doesn't appear in the menu the next time it is displayed. *If the item has a Hot Key assigned to it, the Hot Key is deleted first—press Delete/Backspace a second time to delete the item itself.*
Make an item permanent	Press the spacebar—the item becomes underlined and will not disappear from the menu as additional items are opened. (To make the item temporary, highlight it and press the spacebar again.)
Set a Hot Key for an item	Press the desired key combination—it appears to the right of the highlighted item, and you can activate the menu item in the future just by pressing the Hot Key. (This will work in any menu, as long as "Assign Hot Keys directly in menus" is selected in the Now Menus Preferences dialog box.)
Remove a Hot Key for an item	Press Delete/Backspace—the Hot Key disappears. (If the item previously had its own Hot Key—a menu command in an application, for example—the original Hot Key reappears.)

Special settings for folders, documents and applications in Custom Menus

Now Menus lets you set several options for folders, documents and applications that you add by name to Custom Menus. The available options change depending upon which type of item is selected.

! *The options described here are available only for items that you add* by name *to a menu; they are not available for items appearing in lists of recent folders, documents or applications.*

Folder settings

The available folder settings mostly control how the selected folder appears in a Custom Menu.

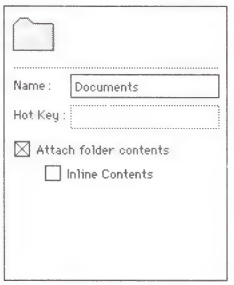
To set options for a folder:

1. **From the "Menu:" pop-up menu above the menu list, choose the Custom Menu containing the folder you want to set options for.**

   If the folder isn't yet in a menu, add it now.

2. **Select the folder in the menu items list.**

   The options available for the folder appear in the information area on the right side of the control panel.



3. **Set the desired options for the folder.**

Use this option...	In order to...
Name	Rename the folder.
Hot Key	Set a key combination that you can press to open the folder.
Attach folder contents	Specify that a submenu of the folder's contents (including nested folders and submenus of their contents, up to five levels deep) will be attached to the folder's name on the menu.
Inline Contents	Specify that the folder's contents will be displayed directly in the menu you're configuring, instead of in a submenu. ! *This option is available in all Custom Menu types except the Apple menu.*

4. **Close the Now Menus control panel.**

Turning off folder submenus directly in menus

When you want to specify that a certain folder will not appear as a hierarchical menu item, you can make this change quickly from the menu itself rather than using the control panel.

To turn off a folder submenu directly in the menu:

1. **Open a Custom Menu.**
2. **Position the pointer over a folder name to highlight it.**

   Notice the arrow indicating that the folder has an attached submenu, which appears to the right, displaying the contents of the folder.
3. **While continuing to hold down the mouse button, press the spacebar to turn off the submenu displaying the folder's contents.**

   Pressing the spacebar turns off the submenu, and the arrow disappears; pressing the spacebar again will turn the submenu back on.

   This function applies only to the first level of a hierarchical submenu—the folder shown in the main menu. It is not possible to turn off hierarchical submenus for folders contained within *submenus.*

Document settings

The document settings let you change the document's name and set a Hot Key for it.

To set options for a document:

1. **From the "Menu:" pop-up menu above the menu list, choose the Custom Menu containing the document you want to set options for.**

   If the document isn't yet in a menu, add it now.
2. **Select the document in the menu items list.**

   The options available for the document appear in the information area on the right side of the control panel.

3. **Set the desired options for the document.**

Use this option...	In order to...
Name	Rename the document.
Hot Key	Set a key combination that you can press to open the document.

4. **Close the Now Menus control panel.**

Application settings

Several options are available for applications. Without leaving the control panel, you can set a color depth and sound level for an application, rename it, define a Hot Key to open it, edit its list of recent documents, and set its memory allocation.

To set these options for an application, you must first add it to the Apple menu or a Custom Menu. Once you've configured the options, however, you can remove the application from the menu if you wish; Now Menus will remember the settings you specified whether or not the application is installed on a menu. (If you want to change the settings, however, you'll need to add the application to a menu again.)

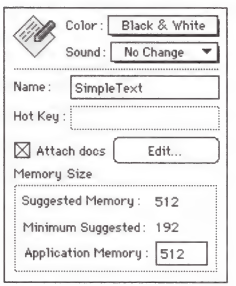
To set options for an application:

1. **From the "Menu:" pop-up menu above the menu list, choose the Custom Menu containing the application you want to set options for.**

   If the application isn't yet in the menu, add it now.

2. **Select the application in the menu items list.**

   The options available for the application appear in the information area on the right side of the control panel.



3. **Set the desired options for the application.**

Use this option...	In order to...
Color	Set a color depth that will be active whenever you open or switch to the application.
Sound	Set a sound level that will be active whenever you open or switch to the application.
Name	Rename the application.
Hot Key	Set a key combination that you can press to open the application or switch to it.
Attach docs	Specify that a submenu of recently-used documents will be attached to the application's name on the menu.
Edit...	Edit the list of recently-used documents for the application (see "Using the 'Edit Recent...' dialog box" earlier in this chapter for information on using this function).
Application memory	Set the amount of memory to be allocated to the application.

4. Close the Now Menus control panel.

By configuring the sound level and color depth for applications in Now Menus, you can avoid reopening the Monitors and Sound control panels to change these settings manually every time you open a new application or switch between applications. You may want to configure the Finder with your preferred "normal" settings; that way, if you set an application to run in black-and-white, returning to the Finder will always switch your monitor back to color. Note that you can configure settings for the Finder only by adding it to a Custom Menu—not the Apple menu.

Selecting icons for pull-down menus

The Left Pull-Down, Right Pull-Down and Movable Pull-Down Custom Menus are all represented by icons in the menu bar. You can choose from a number of icons provided with Now Menus, or you can paste or import additional icons.

To choose an icon for a Custom Menu:

1. In the Now Menus control panel, click the "Create/Modify Custom Menus" button or choose "Edit..." from the "Menu:" pop-up menu.

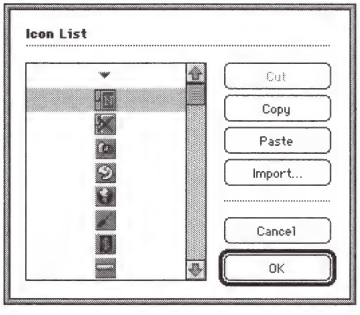
The Custom Menu Editor dialog box opens.

2. In the list of Custom Menus, select the menu for which you want to choose an icon.

The menu must be a Left Pull-Down, Right Pull-Down, or a Movable Pull-Down. When you select the menu, the icon that is currently selected for it appears at the lower left.

3. Click "Choose Icon..." at the bottom of the dialog box.

A dialog box opens, displaying a list of icons.



4. Locate and select the icon you want to use.

Scroll through the list if necessary.

5. Click "OK."

You're returned to the Custom Menu Editor dialog box, where the icon you chose is now displayed for the Custom Menu.

6. Click "OK."

The new icon now appears in the menu bar for the selected Custom Menu.

To paste an icon into the Icon List:

1. **In the Finder, select the item whose icon you want to add to the list.**
2. **Choose "Get Info..." from the File menu.**

   The Get Info window opens for the selected item. Notice the icon displayed in the upper left.
3. **Click the icon to select it.**

   A border appears around the icon.
4. **Choose "Copy" from the Edit menu.**
5. **Follow steps 1 through 3 of the previous procedure for choosing an icon, so that the Icon List dialog box is open.**
6. **Click "Paste."**

   The icon is added to the list (you may have to scroll down to see it).

To import a file or application's icon(s) into the Icon List:

1. **Follow steps 1 through 3 of the previous procedure for choosing an icon, so that the Icon List dialog box is open.**
2. **Click "Import...".**

   A directory dialog box opens.
3. **Locate and select the file or application containing the icon(s) you want to add to the list.**
4. **Click "Open."**

   You're returned to the Icon List dialog box, where any icons in the file or application you selected have been added to the list (you may have to scroll down to see them).

To remove an icon from the Icon List:

1. **In the Icon List dialog box, select the icon you want to remove.**
2. **Click "Cut."**

   The icon is removed from the list and placed on the Clipboard; you can paste it into a different location if you wish.

Assigning Hot Keys directly in menus

The Now Menus control panel lets you assign Hot Keys to folders, documents and applications (see "Special settings for folders, documents and applications in Custom Menus" earlier in this chapter). It's also possible, however, to assign these Hot Keys directly in the menus, and even to redefine the existing Hot Keys for commands in the Finder and any application program (and create new Hot Keys for commands that don't have them). Hot Keys can include one or more modifier keys (Command, Control, Shift, and Option), along with any character on the keyboard (function keys will work alone, as well).

To assign Hot Keys directly in menus, you need to click the "Preferences" button in the Now Menus control panel, then select the "Assign Hot Keys directly in menus" checkbox (see "Now Menus preferences" later in this chapter for an illustration and more information on preferences settings).

Now Menus can't define keyboard shortcuts for commands in pop-up menus, or menus in applications that don't use standard menu definitions according to Apple's programming guidelines.

To assign a Hot Key directly in a menu:

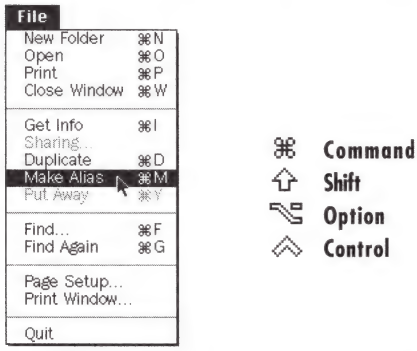
1. **Pull down a menu in the Finder or any application (or a Custom Menu).**
2. **Position the pointer over a menu item to highlight it.**

You can also define Hot Keys for dimmed menu items, even though they do not appear highlighted when you select them.

3. **While holding down the mouse button, type the desired Hot Key.**

   The Hot Key must include one or more modifier keys (Command, Option, Shift, or Control) along with a character (function keys work alone, as well).

The new Hot Key appears to the right of the command (the illustration below shows the modifier key symbols and the keys they represent).



Now Menus doesn't allow you to use the Shift key alone with a character to define a keyboard shortcut, as this would result in a printable character that might be inadvertently typed into a word processing or electronic mail document.

4. **Release the menu.**

As long as Now Menus is installed, typing the Hot Key will activate the menu item. If you define duplicate Hot Keys for two or more commands in an application, Now Menus recognizes and activates only the newest occurrence of the Hot Key.

To remove a Hot Key from a menu command:

1. **Pull down the menu containing the Hot Key you want to remove.**
2. **Position the pointer over the menu item whose Hot Key you want to remove.**

You can also remove Hot Keys for dimmed menu items, even though they do not appear highlighted when you select them.

3. **While continuing to hold down the mouse button, press Delete/Backspace.**

The Hot Key disappears. If the Hot Key was assigned in place of an existing one, the original Hot Key now appears next to the item.

4. **Release the menu.**

Exporting and importing Hot Keys

To make it easier for Now Utilities owners to exchange Hot Keys for applications, particularly in a workgroup setting, Now Menus allows you to export the Hot Keys you've assigned in applications to special files that another user can import in order to use the same Hot Keys for each application that you use. This feature is particularly useful if you support a group of network users and you want to help them by supplying the same Hot Keys throughout the organization; you might also use the Export function to back up your Hot Keys settings.

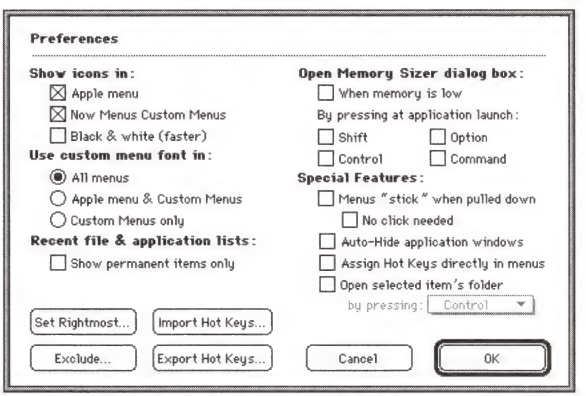
Exporting Hot Keys

The Export function creates an export file for each application in which you've assigned custom Hot Keys. If you've assigned Hot Keys to any of your fonts using Now WYSIWYG Menus, it also creates a file containing these Hot Keys, called "Font Hot Keys."

To export your Hot Keys:

1. Click the "Preferences" button in the Now Menus control panel.

The Preferences dialog box opens.



2. Click "Export Hot Keys...".

A directory dialog box appears, prompting you to choose a location for the export files.

Because this function creates multiple export files, you will probably want to choose an empty folder in which to save them (or create one).

3. Choose the desired location, then click "Export."

The files are exported, and you're returned to the Preferences dialog box.

4. Click "OK."

You're returned to the Now Menus control panel.

Importing Hot Keys

You can selectively import Hot Key files for the applications that you want, or simply import several all at once.

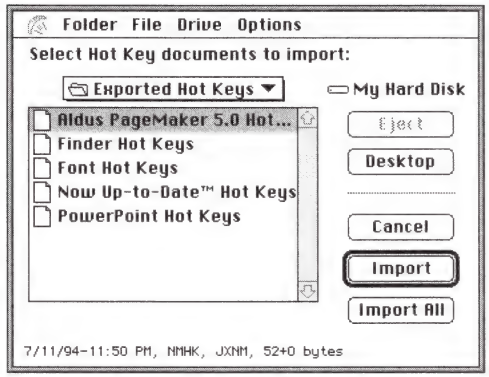
To import Hot Key files:

1. **Click the "Preferences" button in the Now Menus control panel.**

   The Preferences dialog box opens.

2. **Click "Import Hot Keys...".**

   A directory dialog box appears, prompting you to locate and select the Hot Key files you want to import.



3. **If necessary, locate the folder containing the file(s) you want to import; then, depending on how many files you want to import, choose one of these options.**

In order to...	Do this...
Import a single file	Select it and click **Import**; skip ahead to step 5 if this was the only file you wanted to import.
Import all of the files listed	Click **Import All** and skip ahead to step 5.

   When importing is complete, you're returned to the Preferences dialog box.

4. **If there are additional files you want to import, repeat steps 2 and 3 until you've imported all of them.**

5. **Click "OK."**

   You're returned to the Now Menus control panel. Any Hot Keys you've imported are now available.

Dragging Finder items into menu locations

One time-saving feature of Now Menus is the ability to drag items from the Finder directly into menus. This is essentially as simple as it sounds. For example, if you have a document on the desktop that you want to place in a "Correspondence" folder somewhere on your hard disk, you can drag the document's icon up onto the Apple icon in the menu bar, down through the Apple menu to an alias of your hard disk, and through the hard disk's submenu until you reach the desired folder. Then just release the mouse button when the pointer is over the folder's name—the document is moved to the folder (if you're dragging the document to a volume other than the one where it's stored, it's copied instead of moved).

To copy an item instead of moving it, simply hold down the Option key as you drag, just as you would in the Finder.

To open a document in the application that created it, drag the document's icon through the menus until you reach the application's name, then release the mouse button—the application opens your document.

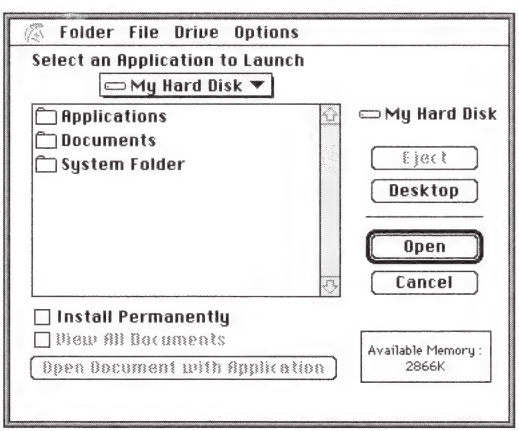
Using the "*Other...*" command to open applications and documents

The "*Other...*" Smart Item lets you open applications and documents that are not displayed on a Custom Menu. You can also add the selected item(s) to the Custom Menu.

To use the "*Other...*" Smart Item:

1. **Choose "*Other...*" from the Custom Menu to which you added the Smart Item.**

   A dialog box appears, prompting you to locate the application you want to open.



2. **Locate and select the application you want to open.**

   Select the "Install Permanently" checkbox at this point if you want to make the application a permanent listing in the Custom Menu.

3. **Click "Launch" to open the application.**

   The application opens.

   To open a document with the application, you can click the "Open Document With Application" button at this point—the dialog box switches to display documents so that you can locate and select a document, then click "Launch" (select the "View All Documents" checkbox to view all files, as opposed to only those created by the previously-selected application). Note that you can also make the document permanent by selecting the "Install Permanently" checkbox before clicking "Launch."

Using the "*Find...*" command

Adding the "*Find...*" Smart Item to a Custom Menu gives you instant access to Now Super Boomerang's flexible and fast Find dialog box. To open the dialog box, just choose "*Find...*" from the Custom Menu to which you added the Smart Item. You can search for files by their names or by text they contain, and you can even search within compressed archives. For a full explanation of how to use this dialog box, see Chapter 9, "Now Super Boomerang."

You must have Now Super Boomerang or Now QuickFiler installed and turned on in order to use the "Find..." command from a Custom Menu. The Now Super Boomerang Find dialog box appears unless Now Super Boomerang is not running; then Now QuickFiler's Now Find dialog box appears.

Using Memory Viewer

Memory Viewer helps you find out how much memory your Macintosh has, how much of it is in use by the System, Finder, and active applications, and how much is still available. You can see this information by choosing "Memory View" from a Custom Menu.

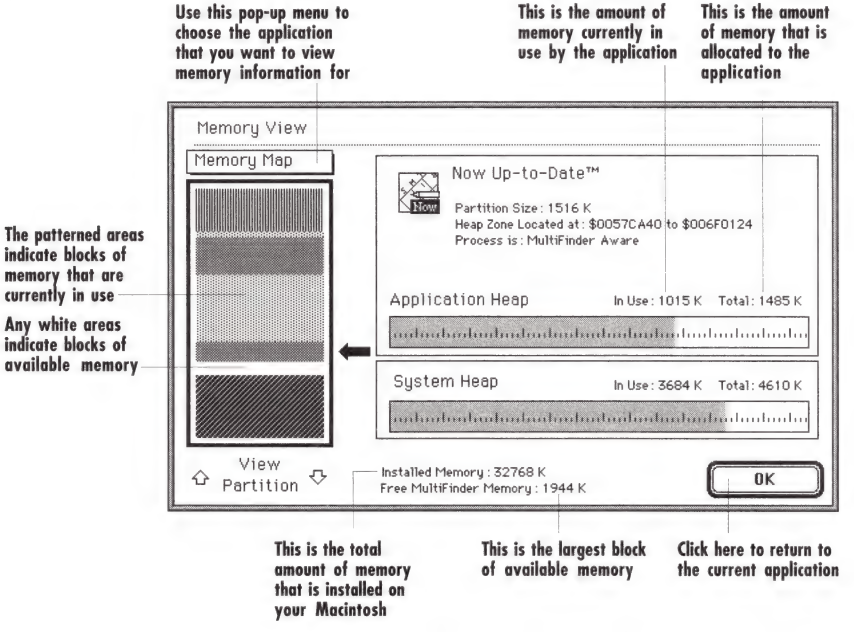
This information can help you determine what actions to take when your Macintosh alerts you that there is not enough memory available to open an application. Since Memory Viewer can tell you the size of the largest block of free memory, and whether the memory is fragmented, you can decide which application(s) you should quit in order to free up the needed memory.

You can view similar but less detailed information by choosing "About This Macintosh..." from the Apple menu in the Finder.

To view memory information using Memory Viewer:

1. Choose "Memory Viewer..." from the Custom Menu to which you added the Smart Item.

The Memory Viewer display opens and shows the memory partitions occupied by any currently-running applications.


Use this pop-up menu to choose the application that you want to view memory information for
This is the amount of memory currently in use by the application
This is the amount of memory that is allocated to the application
Memory View
Memory Map
Now Up-to-Date™
Partition Size: 1516 K
Heap Zone Located at: $0057CA40 to $006F0124
Process is: MultiFinder Aware
Application Heap
In Use: 1015 K
Total: 1485 K
System Heap
In Use: 3684 K
Total: 4610 K
The patterned areas indicate blocks of memory that are currently in use
Any white areas indicate blocks of available memory
View Partition
Installed Memory: 32768 K
Free MultiFinder Memory: 1944 K
OK
This is the total amount of memory that is installed on your Macintosh
This is the largest block of available memory
Click here to return to the current application

Active applications are loaded into the first available contiguous block beginning at the top of the memory and working downward. The system software cannot load an application into multiple small blocks of memory.

You can view detailed memory information for different applications by selecting them from the "Memory Map" pop-up menu.

2. If necessary, take any of the following actions to make more memory available to open applications.

- If you see that one application's memory block has a block of free memory both above and below it in the representation on the left, quit the application and reopen it to defragment the memory. The blocks of unused memory will be joined and then reloaded into the first block of available memory, leaving more memory available to run another application.
- Quit one or more applications to make the memory available to other applications.
- Reduce the amount of memory that an application uses by using Memory Sizer as described in the next section.

3. Click "OK" to close the Memory Viewer display.

You're returned to the current application.

Restarting your Macintosh is the surest way to defragment your memory.

Using Memory Sizer

Memory Sizer lets you adjust the amount of memory that an application uses. For example, you may want to increase an application's memory allotment so that it can open more or larger documents, or, if you have a limited amount of memory, to decrease the allotment so that you can run more applications. While you can also adjust an application's memory allotment in the Finder's Get Info window, Memory Sizer lets you do it more quickly in most cases, and even "on-the-fly" if you wish (see the next section).

Adjusting an application's memory allotment using Memory Sizer

This is the "manual" approach to changing an application's memory allotment. If you know before trying to open an application that you want to change the amount of memory it requires, use this method.

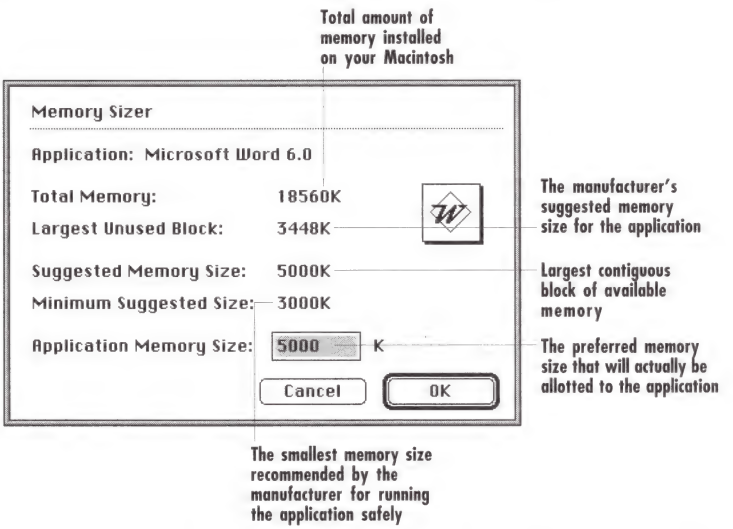
To adjust an application's memory allotment:

1. **Choose "Memory Sizer..." from the Custom Menu to which you added the Smart Item.**

   A dialog box appears, prompting you to locate the application whose memory allotment you want to change.

2. **Locate and select the application, then click "Edit Size."**

   The Memory Sizer dialog box opens. The "Application Memory Size" shows the amount of memory currently set for the application.


Total amount of memory installed on your Macintosh
Memory Sizer
Application: Microsoft Word 6.0
Total Memory: 18560K
Largest Unused Block: 3448K
Suggested Memory Size: 5000K
Minimum Suggested Size: 3000K
Application Memory Size: 5000 K
Cancel
OK
The manufacturer's suggested memory size for the application
Largest contiguous block of available memory
The preferred memory size that will actually be allotted to the application
The smallest memory size recommended by the manufacturer for running the application safely

Memory Sizer will not allow you to adjust the memory allocation for an application that is currently open or locked. To adjust the allocation for an application that is currently open, quit it first.

3. **Review the manufacturer's Suggested Memory Size and Minimum Suggested Size.**

4. **In the "Application Memory Size" field, type the number of kilobytes (K) that you want to allocate to the application.**

   For the best operating performance, type in a value that is equal to or higher than the manufacturer's suggested memory size. Entering a memory allotment lower than the manufacturer's suggested memory size may cause the application to run more slowly.

   If you set a memory allotment that is smaller than the manufacturer's minimum suggested size, the application may function improperly or not at all.

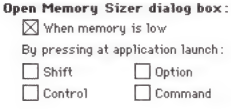
5. **Click "OK."**

   If you enter a memory allocation that is smaller than the manufacturer's suggested minimum size, an alert appears, asking you to confirm that you want to do so.

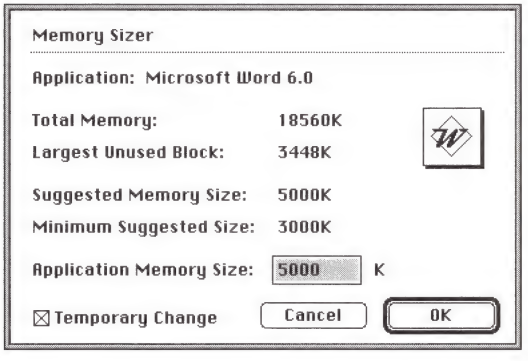
Managing low-memory situations with Memory Sizer

If you wish, Memory Sizer can also help you manage application memory allotments automatically whenever your memory gets low. When you turn on this feature, Memory Sizer displays its dialog box if you try to open an application whose memory allotment is larger than the currently-available memory.

To activate this feature of Memory Sizer, click the "Preferences…" button in the Now Menus control panel. Under "Open Memory Sizer dialog box…" in the Preferences dialog box, select the "When memory is low" checkbox.



When you try to open an application for which there isn't enough available memory, the Memory Sizer dialog box appears so that you can compare the Application Memory Size to the Largest Unused Block figure, and decide on a smaller memory allotment for the application so that it will run in the available memory. Notice that in this situation, the dialog box includes a "Temporary Change" checkbox; it's selected by default so that the new memory allotment is temporary only. You can make the new figure permanent by deselecting the checkbox before you click "OK."



Note that you can also define a key combination to press as you open an application in order to change the application's memory allotment "on-the-fly" whether or not available memory is low. Just select the checkboxes for the desired key combination under "By pressing at application launch:", and then press the specified keys when opening an application to open the Memory Sizer dialog box.

Be careful to avoid specifying a key combination that you also use for a Modifier Key Pop-Up menu—doing so will cause Memory Sizer to appear whenever you launch an application from the menu.

Worksets

The Worksets feature of Now Menus allows you to create groups of applications and documents that you can open all at once just by double-clicking, or by choosing an item from a Custom Menu. Using a Workset lets you quickly open multiple applications and documents without searching through nested folders to locate and open them one at a time.

To run a Workset, just add it to any menu and choose it from the menu; the applications and/or documents it contains are opened.

This section explains the different ways of creating and modifying Worksets.

Creating Worksets

You can create Worksets easily from the Now Menus control panel.

To create a new Workset:

1. **Click the "Create/Modify Worksets" button in the Now Menus control panel.**

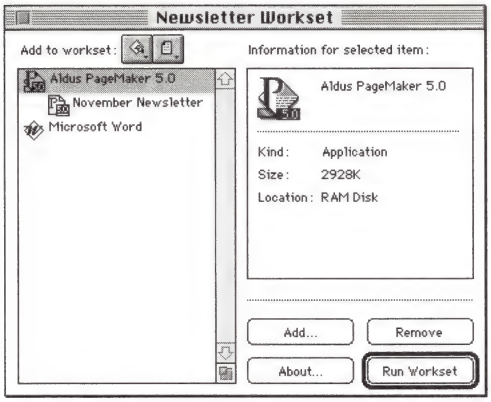
   A directory dialog box opens.

2. **Click "New...".**

   A directory dialog box opens for naming and saving the new Workset.

3. Enter a name for the new Workset, select a destination folder, and click "Save."

The Workset dialog box opens, with the name you entered shown in the title bar. If any applications and/or documents are open at the time you create the Workset, they're automatically added to it.



4. Configure the Workset as desired.

Use this option...	In order to...
Add application pop-up menu	Add recently-used applications to the Workset.
Add document pop-up menu	Add recently-used documents to the Workset.
	When adding a document to a Workset, it's a good idea to include the application that created it as well. Including the application in the Workset causes multiple documents to be grouped with their creating application, and reduces the number of times that the Workset switches to the Finder in the process of opening all of the documents it contains.
Add...	Add applications or documents that don't appear in the pop-up menus.
Remove	Remove the selected item(s) from the Workset.

5. Choose the desired option to finish configuring the Workset.

Click...	In order to...
Run Workset	Open the applications and documents in the Workset.
Close box in title bar	Close the Workset without running it.

You can add the Workset to a Custom Menu, if you wish, or place it in the "Startup Items" folder in the System Folder in order to open the same group of applications and documents whenever you start up your Macintosh.

Modifying existing Worksets

You can open an existing Workset to modify it in two ways: from the Now Menus control panel or directly in the Finder.

To modify an existing Workset from the Now Menus control panel:

1. **Click the "Create/Modify Worksets" button in the control panel.**

   A directory dialog box opens, in which you can locate and open an existing Workset or create a new one.

2. **Locate and select the Workset that you want to modify, and click "Open."**

   The Workset dialog box opens, with the name of the selected Workset shown in the title bar.

3. **Make any desired changes to the Workset according to steps 4 and 5 of the previous procedure for creating a new Workset.**

To modify a Workset from the Finder (desktop):

1. **In the Finder, locate the Workset that you want to modify.**
2. **Hold down the Command key while double-clicking the Workset's icon.**

   The Workset dialog box opens, with the name of the selected Workset shown in the title bar.

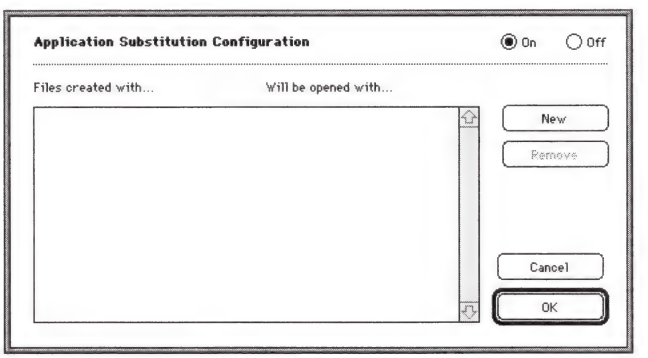
3. **Make any desired changes to the Workset according to steps 4 and 5 of the previous procedure for creating a new Workset.**

Application substitution

At times when working on your Macintosh, you may encounter situations in which you want documents created by one application to be opened by a different one. For example, if you use Microsoft Word for word processing but one or more colleagues use MacWrite Pro and they often send you their documents, you can't double-click the MacWrite Pro documents and have them open in Word. Instead, you have to open Word first and then select the MacWrite Pro document in a directory dialog box. Now Menus remedies this situation by letting you specify that all documents created by MacWrite Pro will be opened by Microsoft Word. Once you've done this, you can double-click a MacWrite Pro document and Microsoft Word will open it directly.

Activating application substitution

To activate application substitution, you simply need to click the Application Substitution button in the Now Menus control panel and then select the "On" button in the Application Substitution Configuration dialog box.



Creating substitutions

The Application Substitution Configuration dialog box is where you create the substitutions you want to be in effect.

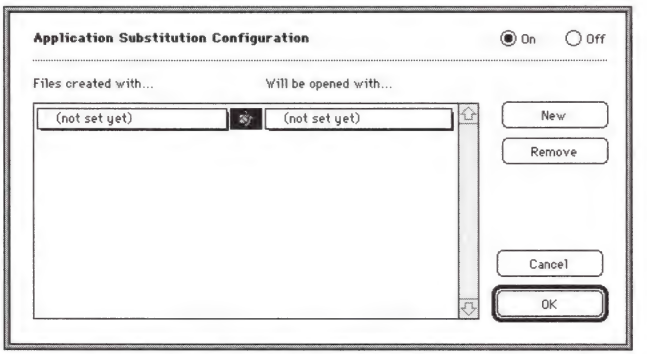
To create a substitution:

1. **Click the "Application Substitution" button in the Now Menus control panel.**

   The Application Substitution Configuration dialog box opens.

2. **Click "New."**

   An unconfigured substitution appears in the substitutions list.



3. **From the pop-up menu on the left, choose the application whose documents you want to open with a different application.**

   If the desired application doesn't appear in the pop-up menu, choose "Other..." from the top of the menu and locate the application in the directory dialog box that opens. (If the application is not on your hard disk, hold down the Option key while choosing "Other..." and you will be able to enter the application's creator code directly.)

4. **From the pop-up menu on the right, choose the application that should open documents created by the application on the left.**

5. **Click "OK."**

   You're returned to the Now Menus control panel. The substitution you configured is now active.

Modifying and removing existing substitutions

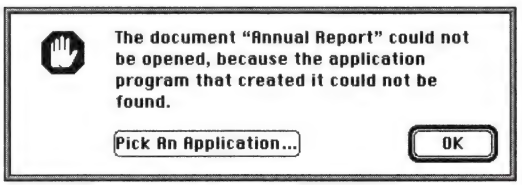
To modify an existing subsitution, click the "Application Substitution" button in the Now Menus control panel to open the Application Substitution Configuration dialog box, then make the desired changes to a substitution by choosing new applications from either pop-up menu.

To remove an existing substitution, select it and click "Remove."

"On-the-fly" application substitution

When application substitution is active, Now Menus automatically offers help when you try to open a document whose creating application can't be found on your hard disk. The procedure below outlines what Now Menus will do in this situation and what you should do to substitute another application.

Normally, when you double-click a document whose creating application isn't on your hard disk, the system software displays a dialog box indicating that the document "couldn't be opened because the application program that created it couldn't be found." When application substitution is active, Now Menus adds a "Pick an application..." button to this dialog box, so that it appears as below:


The document "Annual Report" could not be opened, because the application program that created it could not be found.
Pick An Application...
OK

To create an "on-the-fly" substitution:

1. **Click "Pick An Application...".**

   A directory dialog box opens, where you can choose a substitute application.

2. **Locate and select the application that you want to open the document, and click "Open."**

   The document is opened in the specified application, providing that the application supports its format.

   Be sure to choose an application that supports the document's file format—choosing one that doesn't can cause unpredictable results.

Now Menus adds your "on-the-fly" substitutions to the Application Substitution list, and automatically opens the substitute application the next time you double-click a document that was created by the same original application.

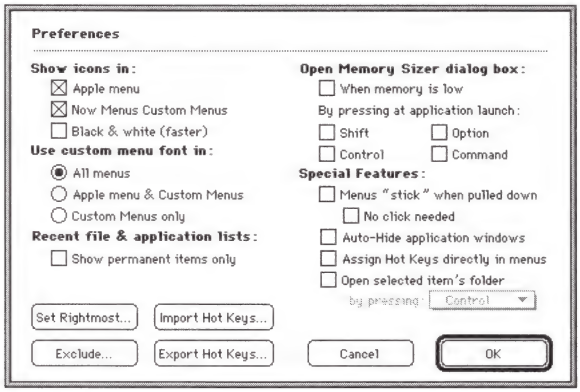
Now Menus will continue to use a substitution even if the original application becomes available; if you later install the original application, open the Application Substitution Configuration dialog box and remove the application substitution.

Now Menus preferences

The Now Menus preferences settings let you customize many functions to fit your working style.

Main preferences

To open this dialog box, click the "Preferences" button in the Now Menus control panel; the table below explains the available options.



Use this option...	In order to...
Apple menu	Specify that small icons will be displayed next to item names in the Apple menu.
Now Menus Custom Menus	Specify that small icons will be displayed next to item names in Custom Menus.
Black & white (faster)	Specify that icons appearing in menus will be drawn in black & white; menus appear more quickly.
All menus	Specify that all menus will be displayed in the font you choose in the control panel.
Apple menu & Custom Menus	Specify that only the Apple menu and Custom Menus will be displayed in the font you choose in the control panel (application menus will appear in the standard Chicago 12 point).
Custom Menus only	Specify that only Custom Menus will be displayed in the font you choose in the control panel (the Apple menu and application menus will appear in the standard Chicago 12 point).
Show permanent items only	Specify that only permanent items—no temporary items—will appear in recent file/application lists.
Set Rightmost...	Open a dialog box to set the furthest-right position that a Movable Pull-Down menu can occupy in the menu bar. This allows you to avoid display conflicts with other items that appear in the menu bar.

continued on next page

Use this option...	In order to...
continued from previous page	
Exclude...	Open a dialog box that allows you to specify applications in which Now Menus functions will not be active. See the next section, "Excluding applications from Now Menus functions," for more information.
Import Hot Keys...	Open a dialog box where you can select a file of application Hot Keys to import.
Export Hot Keys...	Open a dialog box where you can select a location to save an export file containing your Hot Key assignments for all applications.
When memory is low	Specify that the Memory Sizer dialog box will appear whenever you try to launch an application whose memory size is greater than the currently-available memory, so you can make a temporary adjustment to the application's memory size in order to run it under the available memory.
By pressing at application launch	Specify a key or key combination that you can press while opening an application to open the Memory Sizer dialog box. See "Using Memory Sizer" earlier in this chapter for more information.
Menus "stick" when pulled down	Specify that a single click on a menu title will pull down the menu, allowing you to highlight menu options by moving the pointer without holding down the mouse button. To choose a highlighted menu item, click again.
No click needed	Specify that simply moving the pointer over a menu title will pull down the menu, with no mouse click required. You can highlight menu options by moving the pointer without holding down the mouse button. Choose a highlighted menu item by clicking it.
Auto-Hide application windows	Specify that Now Menus will automatically hide application windows that are open but inactive, so that all open windows except those of the active application are hidden. When you switch to another application, the new application's windows appear and the previous application's windows are hidden.
Assign Hot Keys directly in menus	Specify that in addition to using the control panel, you can assign Hot Keys to menu items by highlighting them and typing a key combination.
Open selected item's folder...	Specify that holding down a modifier key while choosing a menu item will open the folder window containing that item in the Finder, instead of opening the item itself—very helpful when you want to see the contents of a folder and you know that a menu item is stored in that folder.

Excluding applications from Now Menus functions

Since problems can sometimes arise between Now Menus and some applications that use nonstandard menu definitions according to Apple's programming guidelines, the "Exclude..." option allows you to prevent the Now Menus custom menu font and Hot Key features from being active in such applications.

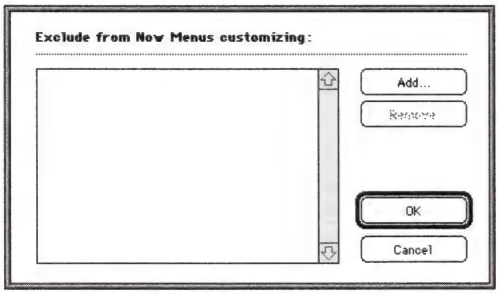
To exclude an application from Now Menus functions:

1. **Click the "Preferences" button in the Now Menus control panel.**

   The Preferences dialog box opens.

2. **Click "Exclude..."**

   The Exclude dialog box opens.



3. **Click "Add...".**

   A directory dialog box opens.

4. **Locate and select the application you want to exclude, then click "Open."**

   You're returned to the Exclude dialog box, where the application name has been added to the list. Repeat steps 3 and 4 to exclude any additional applications.

5. **Click "OK."**

   You're returned to the Preferences dialog box.

6. **Click "OK."**

   You're returned to the Now Menus control panel.

Because of its nonstandard menu definitions, Microsoft Word is automatically excluded from Now Menus; you do not need to exclude it manually. Also, Now Menus can determine on its own, to some extent, when an application has nonstandard menu definitions and might not handle custom menu font or keyboard shortcut settings smoothly. In many of these applications, Now Menus will disable itself automatically so that you don't have to exclude the application manually. If you notice that an application's menus are not displayed in your chosen custom menu font or that you are unable to set keyboard shortcuts, this may be the reason.

Chapter 4
Now Profile

Now Profile provides a detailed report on your Macintosh system's hardware and software configuration. It can list hardware specifications, configuration details, system software versions; and provide detailed information about your installed applications, printer drivers, fonts, desk accessories, and extensions. Now Profile can also help you locate "lost" aliases and duplicate files so you can remove them from your hard disk and save space.

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- Report header 69
- System information 69
- CPU information 69
- Memory information 69
- Drivers 70
- Extension loading order 70
- Fonts 70
- Desk accessories (DAs) 70
- Applications 71
- Volumes 71
- Aliases 71
- Duplicate files 71

Creating a Now Profile report

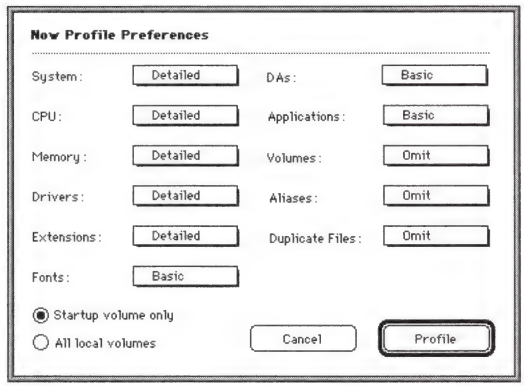
A Now Profile report is an extremely useful tool for solving system problems. For example, you may want to generate a Now Profile report if you're experiencing a system conflict with a particular application. This way you'll have an accurate picture of your configuration at the time the conflict occurred. Should you call the technical support number of the software company to discuss the problem, you can print out your report and provide the company with this information so they can help you track down the system conflict more quickly. If you're using PowerTalk (available in System 7 Pro or System 7.5), you can even mail your Now Profile report over the network in one easy step.

In a workgroup setting, Now Profile is invaluable for comparing different machines and their configurations in order to track down conflicts and maintain consistent setups.

To create a Now Profile report:

1. Open Now Profile.

The Now Profile Preferences dialog box appears with the default options selected.



2. Review the report categories and change the option selected in each of the eleven pop-up menus as desired.

Select...	To specify that Now Profile will...
Detailed	Report the most detailed information for a category.
Basic	Report only basic information for a category.
	The "Drivers," "Volumes" and "Duplicate Files" pop-up menus offer the Detailed and Omit options only.
Omit	Omit a particular category from the report.

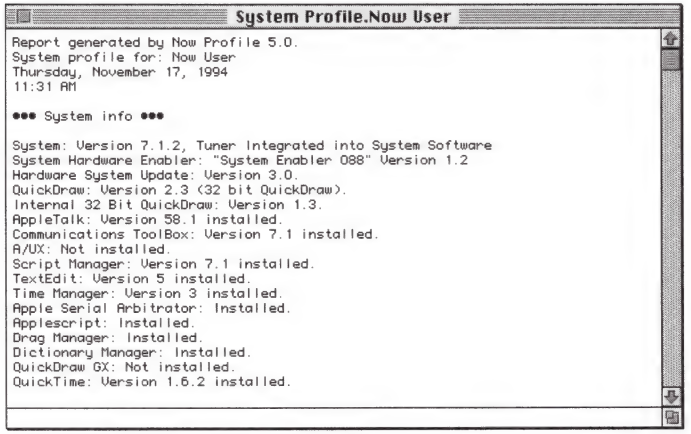
3. Specify where Now Profile will search for desk accessories, applications, aliases and duplicate files.

Select...	To specify that Now Profile will...
Startup Volume Only	Scan the startup volume only.
All Local Volumes	Scan all currently-mounted volumes. This includes hard disk partitions, external hard disks, RAM disks, and floppy disks.

Now Profile does not scan network volumes, and does not list applications on 400K disks or volumes with the MFS flat file structure used by older Macintosh models.

4. Click "OK" to create the report.

A progress box appears on your screen, indicating Now Profile's status as it scans various parts of your system. When scanning is complete, the Now Profile report appears.


System Profile.Now User
Report generated by Now Profile 5.0.
System profile for: Now User
Thursday, November 17, 1994
11:31 AM
••• System info •••
System: Version 7.1.2, Tuner Integrated into System Software
System Hardware Enabler: "System Enabler 088" Version 1.2
Hardware System Update: Version 3.0.
QuickDraw: Version 2.3 (32 bit QuickDraw).
Internal 32 Bit QuickDraw: Version 1.3.
AppleTalk: Version 58.1 installed.
Communications ToolBox: Version 7.1 installed.
A/UX: Not installed.
Script Manager: Version 7.1 installed.
TextEdit: Version 5 installed.
Time Manager: Version 3 installed.
Apple Serial Arbitrator: Installed.
Applescript: Installed.
Drag Manager: Installed.
Dictionary Manager: Installed.
QuickDraw GX: Not installed.
QuickTime: Version 1.6.2 installed.

5. Choose an option for reading your report.

You can:

- Read the report on your screen, scrolling as necessary.
- Print the report by choosing "Print..." from the File menu.
- If you're using PowerTalk with System 7 Pro or 7.5, send the report to another person by choosing "Mail..." from the File menu.
- Save the report to be read later by choosing "Save" from the File menu; Now Profile creates a text file that can be opened by any word processing application.

6. When you're finished using Now Profile, choose "Quit" from the File menu.

If you haven't saved the report yet, you'll be prompted to do so; click "Save" to save the report, or "Don't Save" if you don't want to save it.

Information in a Now Profile report

The following is a summary of the information contained in each section of a Now Profile report.

Report header

The header reports the Now Profile application version number, your name as specified in the Sharing Setup control panel, and the date and time the report was generated.

System information

This section reports information about the system software, including the version, QuickDraw support, AppleTalk and other networking information, plus other technical aspects of the system.

Basic reports only the version number of the system software, while **Detailed** reports all available information.

CPU information

The CPU (Central Processing Unit) Information section specifies details about the Macintosh hardware. This category does not include memory information, which is displayed in the next section.

Basic reports your Macintosh model, the processor (680x0 or Power Macintosh), the presence of a floating point unit, and the status of your monitor(s). **Detailed** reports this information plus information on the Macintosh ROM, sound support, the keyboard and more.

Memory information

This section provides details about the memory-related hardware and software of your Macintosh.

Basic reports on the amount of RAM installed, the status of virtual memory, and the addressing mode in use (24-bit or 32-bit). **Detailed** adds information on more technical aspects of memory use.

Drivers

The Drivers section provides information about software items currently active on your Macintosh that are required for communication between software components or hardware devices and the system or applications.

Now Profile reports on the installed drivers and tells you whether each is built into the Macintosh ROM or loaded as needed by the System or another program. Many desk accessories are implemented as drivers on the Macintosh, so you may see some of your desk accessories in this listing.

Standard drivers include those for sound, disk drives, SCSI hard drives, printer and modem ports, and video displays.

Extension loading order

Now Profile scans the System Folder and identifies extensions (INITs), control panels (cdevs) and Chooser devices (RDEVs, PRESs, PRERs). It determines which of these contain INIT code in their resource forks, then lists those files that were loaded during the last startup. Invisible files or those files not located in the System Folder, Extensions Folder, or Control Panels folder do not appear in this list.

Basic lists the names and version number of the extensions; **Detailed** reports additional information about their memory usage.

This is followed by a separate analysis of INIT resources for all extensions, control panels, Chooser devices, and disabled items. Now Profile lists the names of the items, their on/off status, their version numbers, and more technical information as well.

Fonts

This section provides a list of all fonts that are currently available from the system, or made available by font-management utilities.

Basic displays font names and sizes; **Detailed** displays the font names, the files containing the fonts, Font IDs, font sizes, and available point sizes.

Desk accessories (DAs)

Now Profile lists all desk accessories found on either the startup volume or on all mounted volumes, depending on the option selected in the Preferences dialog box before creating the report.

Basic displays the name of each desk accessory and its size; **Detailed** displays this information plus the name of the file containing each desk accessory and its driver ID number.

Applications

Now Profile lists all applications found on either the startup volume or on all mounted volumes, depending on the option selected in the Preferences dialog box before creating the report.

Basic displays the names and sizes of applications; **Detailed** displays this information plus the four-character creator code and the version number of each application.

Volumes

This section provides a list of all locally-attached volumes, with the total amount of hard disk space, the amount of free space and the number of files on each volume.

Aliases

Now Profile lists all aliases found on either the startup volume or on all mounted volumes, depending on the option selected in the Preferences dialog box before creating the report.

Basic displays aliases whose original files have been deleted or are located on a volume that is not currently mounted; **Detailed** displays the names of *all* aliases on the disk—first those whose original files can be found, followed by those whose original files are missing. With both options, Now Profile specifies the pathname of each alias so that you can locate it easily.

You might periodically set Now Profile to report on this category only, so that you can remove unreferenced aliases from your hard disk(s) to save space.

Duplicate files

Now Profile lists all files with duplicate names found on either the startup volume or on all mounted volumes, depending on the option selected in the Preferences dialog box before creating the report. The report specifies the pathname of each duplicate file so that you can locate it easily.

While it's normal to have a few duplicate files on your hard disk, there may be some that you don't know about. For example, the installers for many software products place a copy of TeachText on your hard disk without first checking to see if one is already present. It's a good idea to have Now Profile report on this category from time to time so that you can remove duplicate files from your hard disk and save valuable space.

Chapter 5
Now QuickFiler

With hard disk sizes growing larger and larger, it gets harder and harder to keep track of all your files and keep them organized. Now QuickFiler is a valuable tool in this effort, allowing you to view your hard disk and the files it contains in a comprehensive Inspector window, and perform file management functions directly within the window. Simply by clicking a button, you can copy, move, alias, delete and print files—plus much more.

When you can't find the one file out of thousands that you want to work with, Now QuickFiler's powerful Now Find™ function helps you locate it quickly and perform the same file management functions, if you wish. You can search based on a wide range of criteria—up to ten different criteria simultaneously. Finding a file on a local or remote volume is a snap.

For sending files to colleagues, backing up and deleting files from your hard disk, or any number of other purposes, Now QuickFiler also provides fast and straightforward archiving functions. You can even compress files on your hard disk transparently to save space.

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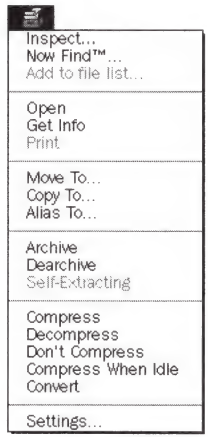
Managing files

Now QuickFiler improves on the Finder's basic functions of copying, moving and aliasing files, and more—plus it lets you do so faster and more easily. You'll find you can perform these and other file management tasks both locally and across a network more efficiently than before using commands in the Now QuickFiler menu or the buttons in the Inspector window.

Now QuickFiler Finder menu

When Now QuickFiler is loaded at startup and the "Finder Menu" option is turned on in the General Options pane of the Now QuickFiler control panel, the Now QuickFiler Finder menu appears in the Finder menu bar. This menu provides access to the same Now QuickFiler file management commands that are available through the Inspector window's button bar (see the next section, "Inspector window").



The "Settings..." command in the Finder menu opens the Now QuickFiler control panel. See the following sections for details on the other commands.

From this point on, the Now QuickFiler Finder menu is referred to simply as the "Finder menu" in this chapter.

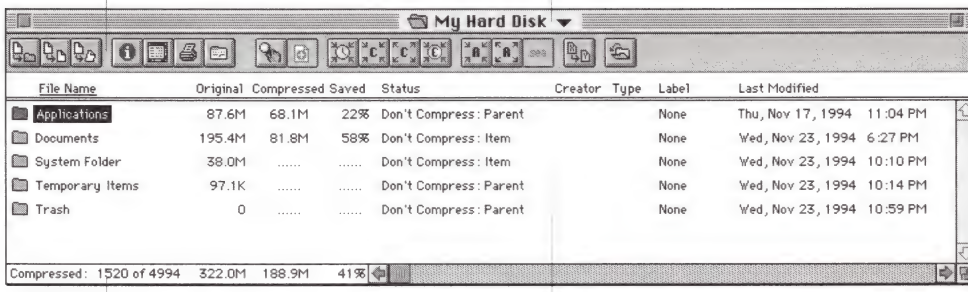
Inspector window

The Now QuickFiler Inspector window provides more detailed information on files, folders and volumes than the Finder and allows you to perform all file management functions more easily than in the Finder. In fact, with one or more Inspector windows open, you'll rarely need to use standard Finder functions. Double-clicking folder icons and opening numerous Finder windows to manipulate files are a thing of the past. This section details the information and functions available in the Inspector window.

Using the Inspector window

To open the Inspector window, select a volume, folder or file in the Finder that you want to inspect, and then choose "Inspect..." from the Now QuickFiler Finder menu. The Inspector window opens, and if the selected item is a folder or disk, its contents are listed. To view the contents of any folder or volume appearing in the list, double-click the item and its contents appear in the window. The name of the opened folder or volume appears in the pop-up hierarchy menu in the window's title bar. (If no item is selected when you choose "Inspect…", the Inspector window will display the Desktop level of your file system.)

You can also open the Inspector window with a Hot Key if you've assigned one for this function. Use the Button Bar/Menu Options pane of the Now QuickFiler control panel to do this.


Button bar
Click to activate file management functions; buttons are active or inactive depending on the status and/or type of the currently-selected item; determine which buttons appear here using the Button Bar/Menu Options pane of the Now QuickFiler control panel.
Pop-up hierarchy menu
Click to navigate upward through the file hierarchy of your hard disk; double-click folder or disk icons to navigate downward.
My Hard Disk
File Name Original Compressed Saved Status Creator Type Label Last Modified
Applications 87.6M 68.1M 22% Don't Compress: Parent None Thu, Nov 17, 1994 11:04 PM
Documents 195.4M 81.8M 58% Don't Compress: Item None Wed, Nov 23, 1994 6:27 PM
System Folder 38.0M .... Don't Compress: Item None Wed, Nov 23, 1994 10:10 PM
Temporary Items 97.1K .... Don't Compress: Parent None Wed, Nov 23, 1994 10:14 PM
Trash 0 .... Don't Compress: Parent None Wed, Nov 23, 1994 10:59 PM
Compressed: 1520 of 4994 322.0M 188.9M 41%
Status bar
Indicates the total number of files compressed or archived, the total original and compressed size, and the percentage of savings through compression if a folder or volume is selected.
Contents list
Displays the contents of the folder or volume named in the pop-up hierarchy menu; several types of information are displayed for each item.

Types of information displayed

The table below lists the types of information displayed for each item in the Inspector window (depending on the size of the window, you may have to scroll horizontally to see all of the information).

This column...	Displays information on the item's...
Item Name	Name.
Original	Original size.
Compressed	Compressed size.
Saved	Space savings through compression.
Status	Compression status (or its contents)—whether or not the item is transparently compressed or archived, or whether it's excluded from compression.
Creator	Four-letter creator code.
Type	Four-letter file type.
Label	Assigned label, if any.
Last Modified	Last modified date and time.

Changing the information display

Changing the sort order of information in the Inspector window, as well as resizing or moving columns, is as easy as clicking and dragging. This table provides details on these options.

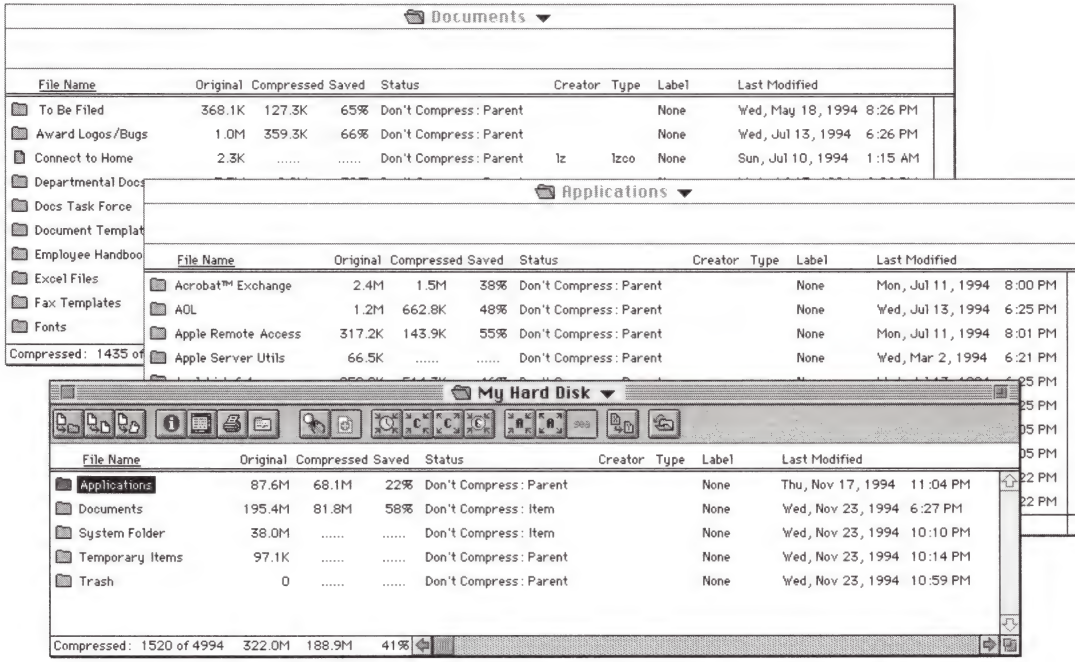
In order to...	Do this...
Sort by a type of information	Click the column heading for the desired information type—the contents of the Inspector window are re-sorted based on the new criterion.
Change column widths	Hold down the Control key and drag the dotted lines to the desired widths.
Move columns to different locations	Hold down the Control key, place the pointer in the heading of the column you want to move, and drag it to the desired location.

Calculating folder sizes

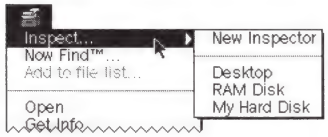
By default, the Inspector window will display size information for folders, which can take a little time to calculate (Now QuickFiler waits until there is no mouse or keyboard activity before calculating folder sizes). If you don't want folder sizes displayed in the Inspector window, deselect the "Calculate folder sizes" checkbox in the General Options pane of the Now QuickFiler control panel.

Opening additional Inspector windows

To open an additional Inspector window, click the "Inspect…" button in the button bar or choose "Inspect…" from the Finder menu. You can continue to open additional Inspector windows and then configure each to view the contents of any volume or folder at any hierarchical level. Multiple windows let you view your hard disk's hierarchy at different levels.


Documents
File Name Original Compressed Saved Status Creator Type Label Last Modified
To Be Filed 368.1K 127.3K 65% Don't Compress : Parent None Wed, May 18, 1994 8:26 PM
Award Logos/Bugs 1.0M 359.3K 66% Don't Compress : Parent None Wed, Jul 13, 1994 6:26 PM
Connect to Home 2.3K .... Don't Compress : Parent lz lzco None Sun, Jul 10, 1994 1:15 AM
Departmental Docs
Docs Task Force
Document Templat
Employee Handboo
Excel Files
Fax Templates
Fonts
Compressed: 1435 of
Applications
File Name Original Compressed Saved Status Creator Type Label Last Modified
Acrobat™ Exchange 2.4M 1.5M 38% Don't Compress : Parent None Mon, Jul 11, 1994 8:00 PM
AOL 1.2M 662.8K 48% Don't Compress : Parent None Wed, Jul 13, 1994 6:25 PM
Apple Remote Access 317.2K 143.9K 55% Don't Compress : Parent None Mon, Jul 11, 1994 8:01 PM
Apple Server Utils 66.5K .... Don't Compress : Parent None Wed, Mar 2, 1994 6:21 PM
My Hard Disk
File Name Original Compressed Saved Status Creator Type Label Last Modified
Applications 87.6M 68.1M 22% Don't Compress : Parent None Thu, Nov 17, 1994 11:04 PM
Documents 195.4M 81.8M 58% Don't Compress : Item None Wed, Nov 23, 1994 6:27 PM
System Folder 38.0M .... Don't Compress : Item None Wed, Nov 23, 1994 10:10 PM
Temporary Items 97.1K .... Don't Compress : Parent None Wed, Nov 23, 1994 10:14 PM
Trash 0 .... Don't Compress : Parent None Wed, Nov 23, 1994 10:59 PM
Compressed: 1520 of 4994 322.0M 188.9M 41%

When you highlight the "Inspect…" command in the Finder menu, a submenu appears providing a direct path to any of the open Inspector windows, as well as an option to open a new one.

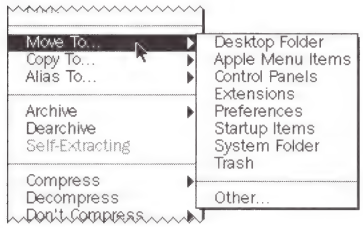


File management functions

This table details the file management functions that are available in the Now QuickFiler Finder menu and in the Inspector window button bar.

This function...	Does this...
Move To...*	Moves the selected item(s) to a new location; a dialog box opens to let you specify a destination. Locate and open the folder where you want the item(s) to go, then click "Move."
Copy To...*	Copies the selected item(s); a dialog box opens to let you specify a destination for the duplicate item(s). Locate and open the folder where you want the duplicate item(s) to go, then click "Copy."
Alias To...*	Creates an alias (or aliases) of the selected item(s); a dialog box opens to let you specify a destination. Locate and open the folder where you want the alias(es) to go, then click "Alias."
Move to Trash	Moves the selected item(s) to the Trash (but doesn't delete them).
Empty Trash	Deletes from your system any items currently in the Trash (the same function as the "Empty Trash" command in the Finder's Special menu).
Open	Opens the selected document, application or folder (or multiple items if selected). If a document or application is selected, it opens; if a folder is selected, its window opens in the Finder.
Print	Prints the selected document(s). Any selected document opens in its creating application and is sent to the printer. When the print job is complete, the document closes and the application quits.
Get Info	Opens the Info window for the selected item (the same function as the "Get Info..." command in the Finder's File menu).

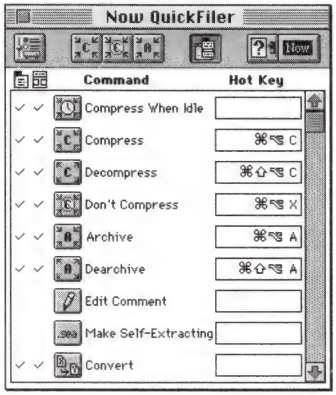
** When using this command from the Finder menu, holding down the Option key displays a submenu of common destinations for the item being copied, moved or aliased. Choose "Other..." to specify a destination other than those shown in the submenu. When "Copy To..." is highlighted, an additional "Current Folder" option appears, to let you make a duplicate of the selected item in the same folder where it's currently stored.*



Customizing the Finder menu and Inspector window

Now QuickFiler has default settings for which commands appear in the Finder menu and which buttons appear in the Inspector window. If you want to change these settings to add or remove commands or buttons, click the "Settings" button in the Inspector window, or choose "Settings..." from the Finder menu.

In the Now QuickFiler control panel, click the "Button Bar/Menu Options" button to display the pane shown here.



To add or remove a menu command or button, scroll through the list to find the desired function. Notice that there are two columns beside each function—one for the Finder menu, and one for the Inspector window. A checkmark in a column indicates that the function will appear in the corresponding location; just click in the column to make the checkmark appear or disappear as desired.

Finding files and folders

Now QuickFiler's Find feature works in much the same way as the Finder's "Find..." command, but with greater flexibility, handling up to ten levels of search criteria. When a search is complete, any items found are displayed together in one Find Inspector window. Select one of the items found, and the special Find Inspector window indicates the item's location and how it matches the search criteria. You can then perform any file management function directly on the items. In addition, you can save Sets of search criteria so that you can conduct repeated searches without having to enter your criteria all over again.

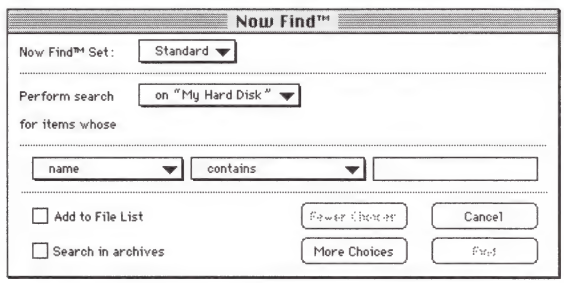
Using Now Find™

The Now Find function is easily available whenever you need to search for an item.

To search for a file or folder:

1. In the Inspector window, click the "Now Find" button, or choose "Now Find™" from the Finder menu.

The Now Find dialog box opens.



If you select the "Use Now Find..." checkbox in the General Options pane of the Now QuickFiler control panel, pressing Command-F in the Finder will also open this dialog box.

2. Specify the volume(s) to be searched using the "Search" pop-up menu.

Choose...	To search...
on "[name of startup volume]"	The startup volume.
on All Volumes	All mounted disks, including network and local volumes and removable media.
inside "[name of open window]"	The frontmost open window in the Finder.
the selected items	Any folders or volumes that you have selected.

3. Specify the search criteria.

The search options have three parts. In the first pop-up menu, choose the item attribute you want to search by. In the other two menus and/or text fields, choose or supply the additional information for how items should be matched.

First choose...	then in the second menu choose...	and then...
name	how names should match the text	Type the text to search for—capitalization and complete words are not needed for the search.
size	**is less than/is greater than**	Type a size.
kind	**contains/doesn't contain**	Choose a kind of file.
label	**is/is not**	Choose a label.
date created	**is/is before/is after/is not**	Specify a date by first highlighting the month, day, or year and typing; or clicking the arrows.
date modified	**is/is before/is after/is not**	Specify a date by first highlighting the month, day, or year and typing; or clicking the arrows.
version	**contains/doesn't contain**	Type a version number.
comments	**contains/doesn't contain**	Type the text to search for.
lock	[no selection necessary]	Choose to search for locked or unlocked files.
contents	**contains/doesn't contain**	Type text to search for within files.
visibility	[no selection necessary]	Choose to search for visible or invisible files.
file type	**is/is not**	Type a four-letter file type.
file creator	**is/is not**	Type a four-letter creator code.

4. Increase or decrease the number of criteria for searching, if desired.

Click "More Choices" to make another line of criteria available; click "Fewer Choices" to remove one line of criteria.

If you have more than one line of criteria defined, make a selection on the "for items matching:" pop-up menu to specify whether found items must match all of the criteria or just any of the criteria.

5. Select other options as desired to control the search.

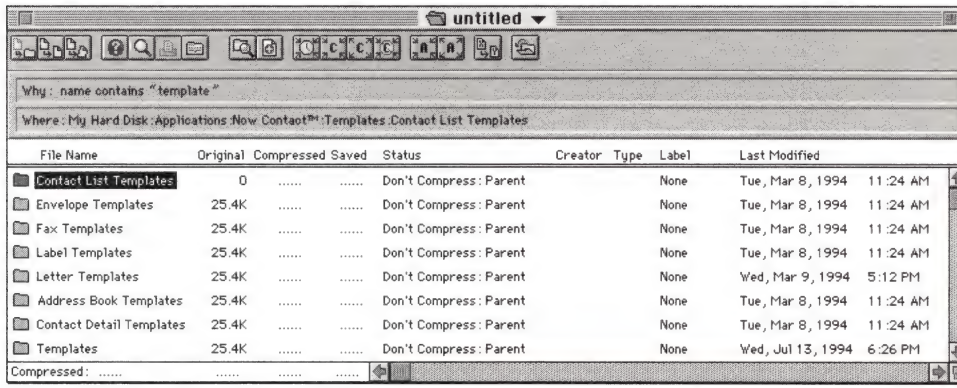
Select...	To...
Add to File List	Add any found items to a Find Inspector list currently displayed. This capability allows you to conduct repeated searches, adding the newly-found files in turn to the same list, so that you can perform an operation on all of the files once you've located them (archiving, deleting, etc.).
Search in Archives	Search by name and/or content for files compressed in Now QuickFiler archives.

6. Click "Find."

Now QuickFiler displays a progress box as it searches. When the search is complete, any matching items are listed together in a special Find Inspector window. If no matching items are found, a dialog box alerts you.

Viewing found items

Matching items found during a search are listed together in a special Find Inspector window. Select an item in the list and the area above the list displays information on the item, including how the item matches the search criteria ("Why:"), the item's location on your hard disk ("Where:"), and the matching portion of the file's content, if this was a search criterion (appears below "Where:" only when "contents" was a criterion).


untitled
Why: name contains "template"
Where: My Hard Disk :Applications :Now Contact™ :Templates :Contact List Templates
File Name Original Compressed Saved Status Creator Type Label Last Modified
Contact List Templates 0 .... Don't Compress : Parent None Tue, Mar 8, 1994 11:24 AM
Envelope Templates 25.4K .... Don't Compress : Parent None Tue, Mar 8, 1994 11:24 AM
Fax Templates 25.4K .... Don't Compress : Parent None Tue, Mar 8, 1994 11:24 AM
Label Templates 25.4K .... Don't Compress : Parent None Tue, Mar 8, 1994 11:24 AM
Letter Templates 25.4K .... Don't Compress : Parent None Wed, Mar 9, 1994 5:12 PM
Address Book Templates 25.4K .... Don't Compress : Parent None Tue, Mar 8, 1994 11:24 AM
Contact Detail Templates 25.4K .... Don't Compress : Parent None Tue, Mar 8, 1994 11:24 AM
Templates 25.4K .... Don't Compress : Parent None Wed, Jul 13, 1994 6:26 PM
Compressed: ....

Once the items are listed in the Find Inspector window, you can perform any of the available file management functions on them. To open an item, you can double-click it or select it and press Return, in addition to clicking the "Open" button.

Adding to the Find list

The "Add to file list..." button or Finder menu command is a useful file management function that's active only when a Find Inspector window is open. This command allows you to add any other items to the list of found items in order to perform an action on a whole group of items at once, such as storing or archiving all the items in one convenient place, or deleting them. Clicking the button opens a directory dialog box in which you can locate and select the item you want to add. When you're done adding items, click "Done" in the dialog box.

Using Find Sets

If you frequently use the same search criteria to find files or folders, Now QuickFiler can save you the trouble of entering the same criteria each time you search. Using the Find Sets feature, you can create and save sets of search criteria that you can recall later simply by choosing them from a pop-up menu.

Creating Find Sets

Anytime you've entered search criteria in the Now Find dialog box, you can save them into a Find Set.

The following procedure assumes that you haven't yet created any new Find Sets, so that only the default Standard Set exists.

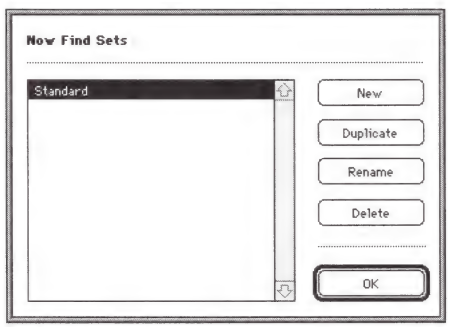
To create a Find Set:

1. **Choose "Now Find™" from the Finder menu; or in the Inspector window, click the "Now Find" button.**

   The Now Find dialog box opens, with the Standard Set selected.

2. **Choose "Edit..." from the "Now Find™ Set:" pop-up menu.**

   The Now Find Sets dialog box opens.



3. **Click "New."**

   A dialog box opens, in which you can enter a name for the new Set.

4. **Type the new name and click "OK."**

   You're returned to the Find Sets dialog box, where the new Set name appears.

5. **Click "OK."**

   You're returned to the Now Find dialog box, where the Standard Set is selected in the "Now Find™ Set:" pop-up menu.

6. **Choose the new Set from the "Now Find™ Set:" pop-up menu.**

7. **Set up the search criteria as desired, then start the search.**

   The search begins and the results are displayed.

   From now on, whenever you open the Now Find dialog box, you can choose this Set from the "Now Find™ Set:" pop-up menu in order to conduct an identical search.

Since the Now Find dialog box always opens displaying the criteria used for the last search, you can also save a Find Set after conducting a search. To do so, just choose "Edit..." from the "Now Find™ Set:" pop-up menu, duplicate the current Set containing your most recent search criteria, and rename it to whatever you want. Click "OK" and you'll be returned to the Now Find dialog box, where the new Set is available from the pop-up menu.

Selecting Find Sets

To select an existing Find Set for a search, just choose it from the "Now Find™ Set:" pop-up menu in the Now Find dialog box. The criteria saved in the Set come into view in the Now Find dialog box, and you can simply click "Find" to start the search. Any modifications you make to the search criteria before starting the search are saved in the Set.

Reducing file sizes

Now QuickFiler provides several ways that you can reduce file sizes in order to better manage your hard disk. Archiving files that you don't often use allows you to save disk space, whether on your main hard disk or on backup media that you use to store the files after removing them from your system. It's also handy to archive files when you want to send them to colleagues over a network or online service. Archiving the multiple files you're sending combines them a single package that's easily retrieved, plus the transfer goes faster because the files are compressed into the archive. You can also save space on your hard disk by turning on Now QuickFiler's transparent compression, which compresses files in the background when your Macintosh is idle.

Controls for both archiving and transparent compression are available in the Now QuickFiler Finder menu and in the Inspector window.

Archiving files for backup or transfer

An archive is a collection of files compressed together into a single file to accelerate electronic file transfers and backups to floppy disks or other removable media. When you create an archive, you have the option of making it self-extracting. A self-extracting archive contains a small amount of application code that will automatically extract the files from the archive when you double-click it. This means that you can send a self-extracting archive to colleagues who don't have Now QuickFiler and they'll still be able to open it. A regular (non-self-extracting) archive has no application code and is slightly smaller than a self-extracting archive. Regular archives are ideal for sending files to colleagues who have a copy of Now QuickFiler (or just the freeware Expand Now application included with Now QuickFiler), or for your own backup purposes if you're trying to save disk space.

An archive appears in the Inspector window as a folder icon with the letter "A."

Creating archives

When you create an archive, you're creating compressed copies of one or more selected files and combining the copies into a single file. The individual files are left in their original places and remain in the state they were in before the archive was created.

To compress files into an archive:

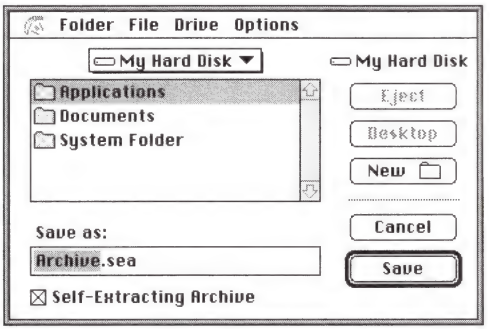
1. **In the Inspector window or in the Finder, select the items you want to place in an archive.**

   Select multiple items by Shift-clicking.

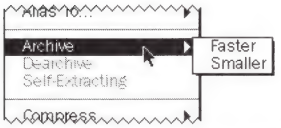
   You can select folders as well as files to place in an archive. Placing the files you want to archive in a folder and then selecting the folder for archiving makes it a little easier for the person receiving the archive to keep the dearchived files together.

2. Click the "Archive" button in the Inspector window, or choose "Archive" from the Finder menu.

A dialog box appears in which you can name the archive and choose a destination for it.



When you hold down the Option key while highlighting the "Archive" command in the Finder menu, a submenu appears that lets you choose whether you want the archive to be compressed in "Faster" or "Smaller" mode (see "Customizing archive settings" later in this chapter for more information).



3. Select the location where you want to place the new archive.

4. When you've chosen the location for the archive, type the desired name in the "Save as:" text field.

If you've included a single file or folder in the archive, the default name that appears in this field is that file or folder's name with ".sea" appended (indicating that the archive will be self-extracting). If you've included multiple files or folders in the archive, its default name is "Archive.sea".

Now QuickFiler's default settings specify that new archives will be self-extracting. To create a regular archive, deselect the "Self-Extracting Archive" checkbox in this dialog box. See the "Customizing archive settings" section later in this chapter for information on changing the default settings.

5. Click "Save."

The Now QuickFiler animated cursor spins and a progress dialog box appears, showing the name of each item being archived and the number of items remaining. When the process is complete, your Macintosh beeps.

The application code in a self-extracting archive slightly increases the overall size of the archive. In order to create the smallest archives possible, create regular archives; these can be opened by anyone who owns Now QuickFiler or who has the freeware Expand Now application (if you will be sending several archives over a period of time to someone who doesn't own Now QuickFiler, you may want to first send a self-extracting archive that contains the Expand Now application in addition to the files you're sending; subsequent archives you send can be regular ones).

Breaking archives into segments

Occasionally when you create an archive, you may want to copy it to different media such as a floppy disk or a removable hard disk. In some cases, the archive may be too large for the storage media you've chosen. At other times you may need to upload the archive to an online service that restricts the size of files being uploaded. To help you work with these situations, Now QuickFiler allows you to break an archive into segments. You can set specific sizes for the archive segments, or you can allow Now QuickFiler to automatically size each segment to fill the available space on each disk.

When you're working with a multi-segment archive, you can select any segment in the archive, and choose "Dearchive" from the Finder menu to start the dearchiving process for that archive. Now QuickFiler will begin dearchiving, and search for the other segments of the archive, then prompt you if it cannot find them in the same folder as the first segment you chose. Now QuickFiler will know how many segments were created for the archive and will prompt you for each of them.

A helpful feature of Now QuickFiler is that even self-extracting archives can be broken into segments. In this case, only the first segment in the archive contains the self-extracting application code. When you double-click the first segment of a multi-segment self-extracting archive, the self-extracting application will search for the other segments that belong to that archive. If the segment can't be found because it's in a different folder or on a different disk, the application will prompt you to locate the segment that it needs.

See "Customizing archive settings" later in this chapter for information on setting options for archive segments.

Resegmenting archives

On occasion you may find that the segments your archive has been divided into are too large and need to be made smaller. Or perhaps you have a non-segmented archive of 1.2M but can only find 800K disks on which to copy the archive, so you need to segment the archive. The solution to both situations is not to delete the archives that are of the wrong size and start over, but rather to resegment them.

To resegment an archive:

1. **Click the "Archive Options" button in the Now QuickFiler control panel.**
2. **Using the "Size Segments to" pop-up menu, choose the smaller size you want to segment the archive into.**
3. **In the Inspector window or in the Finder, select the archive to be resegmented.**

4. **Click the "Resegment" button in the Inspector window, or choose the "Resegment" command from the Finder menu.**

   A dialog box appears asking you to name the new archive and choose a destination.

5. **Enter a name and choose a destination for the new archive, then click "Save."**

   The new resegmented archive is created while the original archive or archive segment remains unchanged.

Changing the self-extracting status of archives

Archives can be either regular (non-self-extracting) or self-extracting. You determine what type an archive will be when you create it, but you can change its type after you create it as well. To do so, just select the archive and choose the "Self-Extracting" command from the Finder menu (checked if the archive is self-extracting, unchecked if not). Or, using the Inspector window, select the archive and click the "Self-Extracting" or the "Non-Self-Extracting" button. The two buttons appear in the same location, and change status based on the type of the selected archive.

This button appears if the selected archive is self-extracting.

This button appears if the selected archive is a regular archive.

Attaching comments to archives

You can attach comments to any archive to describe its contents or provide explanatory notes for the person who will receive it.

To attach comments to an archive:

1. **In the Inspector window or in the Finder, select the archive you want to attach comments to.**

2. **Click the "Edit Comment..." button in the Inspector window, or choose "Edit Comment..." from the Finder menu.**

   A window opens in which you can write, view or edit comments.

3. **Type the desired comments in the window.**

   You may want to describe the contents or give special instructions to the person receiving the archive. Comments are limited to 32,768 characters.

4. **Click "OK."**

   Your comments have been attached to the archive, and can be viewed by selecting the archive and clicking the "Edit Comment..." button or choosing "Edit Comment...".

Deleting items from archives

The Inspector window allows you to view the contents of an archive and delete them selectively if you wish.

To delete an item from an archive:

1. **In the Inspector window, double-click the archive from which you want to delete an item.**

   The Inspector window displays the archive's contents.

2. **Select the item that you want to delete from the archive.**

3. **Click the "Move to Trash" button, or choose "Move to Trash" from the Finder menu.**

   A dialog box appears, asking you to confirm the item's deletion.

4. **Click "OK" to confirm the deletion.**

   The item is deleted from the archive.

Dearchiving single files from archives

When you want only one of the files stored in an archive and don't want to dearchive its entire contents, you can easily dearchive just the single file.

To extract a file out of an archive:

1. **In the Inspector window, double-click the archive containing the file you want to extract.**

   The contents of the archive are displayed.

2. **Select the file that you want to extract.**

3. **Click the "Dearchive" button in the Inspector window, or choose "Dearchive" from the Finder menu.**

   A directory dialog box appears, prompting you to select the destination for the dearchived file.

4. **Choose the desired destination and click "Extract."**

   The file is dearchived and placed in the location you specified.

Dearchiving entire archives

Extracting items from compressed archives is as easy as creating them. Since most archives are self-extracting you can double-click an archive and a decompressed copy of its contents is copied to your disk. Regular archives require the presence of Now QuickFiler (or the freeware Expand Now application) in order to be opened.

To dearchive an entire archive:

1. **In the Inspector window or in the Finder, select the archive you want to dearchive.**

2. **Click the "Dearchive" button in the Inspector window, or choose "Dearchive" from the Finder menu.**

   A dialog box appears and asks where you want to place the items stored in the archive.

   You can also dearchive an archive's contents by dragging it onto the Expand Now application icon, or by simply double-clicking it.

3. **Select the destination folder.**

   Select any folder or create a new one.

4. **Click "Extract."**

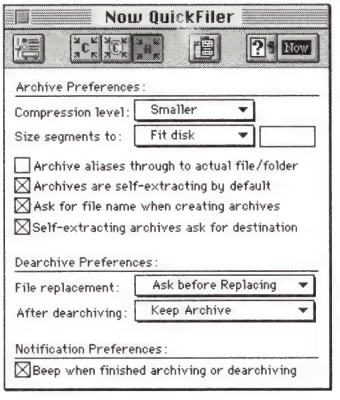
   The Now QuickFiler animated cursor spins and a status window appears to show the progress of the dearchiving. When the process is complete, your Macintosh beeps.

   If you're dearchiving the contents of the archive into the same folder where the original files are located or where there are files with the same name as the archived files, a dialog box asks you to name the dearchived document(s). Type in the desired name for each dearchived document and click "Save." If you don't change the name of the item, a dialog box asks if you want the dearchived file to replace the original.

Customizing archive settings

Now QuickFiler offers several options for customizing the archives you create. To view or modify these options, click the "Settings" button in the Inspector window, or choose "Settings…" from the Finder menu.

In the Now QuickFiler control panel, click the "Archive Options" button to display the pane shown here.



Use this option…	To specify…
Compression level	**Faster** compression (with somewhat less savings in disk space) or **Smaller** compression (at a slightly slower speed).
Size segments to	The file size limit over which archives will be broken into segments to fit the media you are transferring them to.
Archive aliases … to actual file/folder	That you can archive an original file by selecting its alias.
Archives are self-extracting by default	That archives will be self-extracting by default. *To override this setting, deselect the "Self-Extracting Archive" checkbox in the dialog box that opens when you're creating an archive.*
Ask for file name when creating…	That you'll be prompted to name an archive when you create it instead of a default name being assigned to it.
Self-extracting archives ask for…	That you'll be prompted to specify a destination for an archive when you create it.

continued on next page

Use this option...	To specify...
continued from previous page	
File replacement	How Now QuickFiler should handle situations in which you dearchive files to locations containing identically-named files: choose **Ask before Replacing** to specify that a dialog box will prompt you for a new file name; choose **Replace without Asking** to specify that the new file will replace any file that has the same name; choose **Skip Files in Conflict** if you don't want a file in the archive to replace a file of the same name. In the last case, the file will not be dearchived.
After dearchiving	What Now QuickFiler should do with an archive once you've dearchived its contents: choose **Keep Archive** to keep an archive on your hard disk after dearchiving its contents; choose **Delete Archive** to delete an archive after dearchiving its contents; choose **Ask to Delete Archive** to be asked for a confirmation before deleting an archive after dearchiving its contents.
Beep when finished...	That your Macintosh will notify you with a sound when it is finished archiving or dearchiving.

Increasing hard disk space with transparent compression

In addition to its archiving functions, Now QuickFiler allows you to effectively double the available space on your hard disk by compressing your files transparently. Unlike archived files, transparently-compressed files don't appear to be compressed in any obvious way, and they open just like uncompressed files when you double-click them. However, they can be as much as half their uncompressed size, freeing up substantial disk space as a result. You can allow transparent compression to take place when your Macintosh is idle, or you can compress files manually whenever you wish.

Activating transparent compression

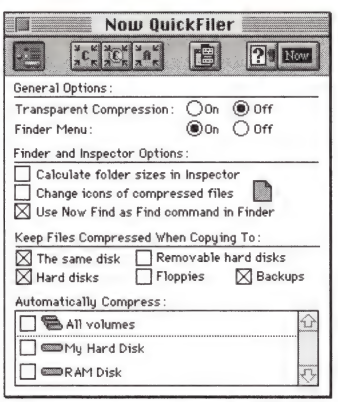
By default, transparent compression is turned off in Now QuickFiler. You can turn it on easily in the Now QuickFiler control panel.

Be aware that the transparent compression functions increase Now QuickFiler's RAM requirements, so if you don't want to use the feature, you should leave it turned off.

To activate transparent compression:

1. **In the Inspector window, click the "Settings" button, or choose "Settings..." from the Finder menu.**

   The Now QuickFiler control panel opens.



2. **Click the "General Options" button at the top of the control panel (if this pane isn't already being displayed).**
3. **Turn on "Transparent Compression" (if it isn't already turned on).**
4. **Select the volume(s) on which you want files compressed during idle-time.**

   In the scrolling list at the bottom of the General Options pane, select the checkbox next to one or more of the individual volumes listed, or select "All volumes" if you want idle-time compression to take place on all volumes mounted by your Macintosh, including floppy disks and removable hard drives (Now QuickFiler will not compress items on network volumes). All files on the volumes you select, except the System Folder and any files you may have excluded (see "Excluding items from compression" later in this chapter), are marked for idle-time compression.

5. Set other transparent compression options as desired.

Select...	To specify that Now QuickFiler will...
Change icons...	Indicate that a file is compressed by changing its icon (as illustrated in the control panel.
The same disk	Keep a file compressed when it is copied to another location on the same disk.
Hard disks	Keep a file compressed when it is copied from any disk to another hard disk.
Removable hard disks	Keep a file compressed when it is copied from any disk to a removable hard disk.
Floppies	Keep a file compressed when it is copied from any disk to a floppy disk. *You may want to deselect this option if you often give copies of files on floppies to others who do not have Now QuickFiler installed on their systems.*
Backups	Keep a file compressed when it is backed up. (Retrospect Remote will keep the file compressed when backed up across a network—other backup products may not.)

6. Close the control panel to save your settings.

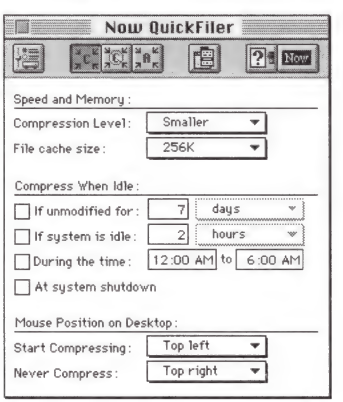
7. Restart your Macintosh.

The new settings won't take effect until your Macintosh is restarted. After restarting, you need to define your settings for transparent compression.

Setting up transparent compression

Now QuickFiler offers a number of settings for how and when transparent compression will take place. Before any transparent compression will take place on your system, you must either compress files manually, or select at least one option for automatic transparent compression. To view or modify the transparent compression options, click the "Settings" button in the Inspector window, or choose "Settings..." from the Finder menu.

In the Now QuickFiler control panel, click the "Compress Options" button to display the pane shown here.



Use this option...	To specify...
Compression level	**Faster** compression (with somewhat less savings in disk space) or **Smaller** compression (at a slightly slower speed).
File cache size	The size of the file cache memory. The larger the cache, the faster Now QuickFiler can decompress files. With less than 4 MB of RAM installed, the default file cache size is 64K; with more than 4 MB, the default is 256K. Changes made here do not take effect until you restart.
If unmodified for	A length of time that a file must remain unmodified before it can be compressed. *If you're compressing a file manually and the file has been modified more recently than this setting allows, Now QuickFiler will ask if you want to override this setting and compress the file anyway. During idle-time compression, files that have been modified more recently than this setting will not be compressed.*
If system is idle	A length of time that the system must be idle (no keyboard or mouse activity) before idle-time compression can begin. The default setting is two hours.
During the time	A period of time when idle-time compression will take place. *If you don't also select the "If system is idle" option, compression will take place only during the time period specified here.*
At system shutdown	That compression will take place when you choose "Shut Down" from the Special menu in the Finder. Your Macintosh will shut down as soon as compression is completed.
On battery power	Whether or not idle-time compression can take place if your Macintosh is on battery power. To ensure maximum battery life on a portable Macintosh, leave this option deselected.
Start Compressing	A corner of the screen to place your pointer to start compression immediately. The "None" setting deactivates this option.
Never Compress	A corner of the screen to place your pointer to prevent idle-time compression from occurring. The "None" setting deactivates this option. *This option is useful when you're transferring a file electronically or sending a large document to be printed and you don't want background activity, such as idle-time compression, to slow down the main operation.*

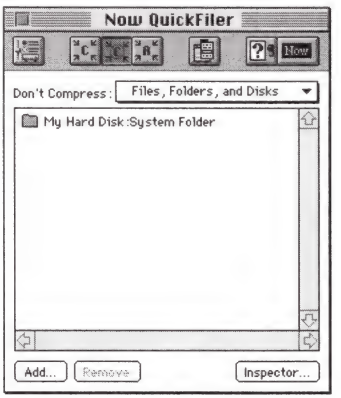
Opening transparently-compressed files

Compressed files open virtually as fast as uncompressed ones. When you open a compressed file, it's decompressed into memory. If you make no changes and close the file, it remains compressed on your disk. If you modify the file and close it, it is saved to your disk uncompressed. It will then be compressed again the next time your Macintosh is idle, or you can compress it manually before then.

Excluding items from transparent compression

At times, you may want to exclude individual files or folders from transparent compression. Now QuickFiler's Don't Compress options permit you to set criteria that will prevent transparent compression of selected files, folders and disks. The System Folder is always excluded from compression. To view or modify these options, click the "Settings" button in the Inspector window, or choose "Settings..." from the Finder menu.

In the Now QuickFiler control panel, click the "Don't Compress Options" button to display the pane shown here.



Excluding by item

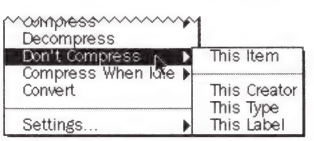
Excluding by Label

From the "Don't Compress" pop-up menu at the top of the control panel, choose "Files, Folders, and Disks" in order to list the files, folders, and volumes you want to exclude from compression; or choose "Label" to exclude from compression items that have been marked with a certain label. Select one or more of the labels by selecting the corresponding checkboxes.

Click...	In order to...
Add...	Add an item to the exclusion list.
Remove	Remove the selected item(s) from the exclusion list.
Inspector...	Open the Inspector window to verify your exclusions.

In the Inspector window, you can exclude an item from transparent compression by selecting it and clicking the "Don't Compress" button; or you can choose the "Don't Compress" command from the Finder menu in the Inspector window or in the Finder.

When you hold down the Option key while highlighting the "Don't Compress" command in the Finder menu, a submenu appears that lets you choose whether you want to exclude just the selected item itself, all items with the same creator code as the selected item, all items with the same type code as the selected item, or all items with the same Label as the selected item. (This is the only place where the Creator and Type options are available.)

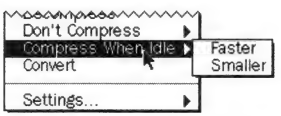


Marking items for idle-time compression

Normally, if you select a hard disk in the "General Options" pane of the Now QuickFiler control panel and turn on transparent compression, every item on the disk except the System Folder and its contents is marked for idle-time compression. However, since you can exclude certain items from compression using the procedure described previously, it's also possible to mark specific items for idle-time compression. For example, suppose there's a specific folder whose contents you want to be compressed during idle time, but it resides inside a folder that you've excluded from transparent compression. Without having to turn off the exclusion for the outside folder, you can still mark the inner one for idle-time compression.

To do so, select the item you want to mark and, in the Inspector window, click the "Compress When Idle" button; or choose "Compress When Idle" from the Finder menu.

When you hold down the Option key while highlighting the "Compress When Idle" command in the Finder menu, a submenu appears that lets you choose whether you want the item to be compressed in "Faster" or "Smaller" mode (see "Setting up transparent compression" earlier in this chapter for more information).



Decompressing items

In addition to double-clicking a compressed item to open it, Now QuickFiler offers other ways to decompress an item. Simply select it and:

- Click the "Decompress" button in the Inspector window,
- Choose "Decompress" from the Finder menu, or
- Drag the item's icon onto the Expand Now application icon (see "Drag-and-drop compression applications" later in this chapter for more information).

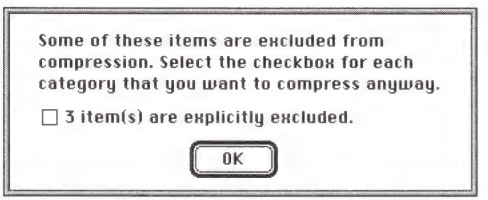
Remember that these three methods only decompress the item and don't open it. Double-clicking a file both decompresses and opens it.

Once decompressed, a file will remain uncompressed until you compress it manually or until it is compressed during idle-time compression.

Compressing files manually

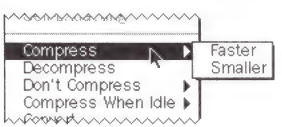
When you find that your available disk space has become limited and you want to free up some space immediately, rather than waiting for idle-time compression to become active, you can compress files manually.

Simply select the item(s) you want to compress and, in the Inspector window, click the "Compress" button; or choose "Compress" from the Finder menu. If you try to compress a file or folder that has been excluded from compression, an alert box appears informing you of the exclusion.


Some of these items are excluded from compression. Select the checkbox for each category that you want to compress anyway.
☐ 3 item(s) are explicitly excluded.
OK

To override this exclusion and compress the file anyway, select the appropriate checkbox and click "OK" (if you're attempting to compress multiple items that are excluded by more than one criterion, additional checkboxes will appear here for each type of exclusion). If you don't want to override the exclusion(s), just click "OK" without selecting any checkbox.

When you hold down the Option key while highlighting the "Compress" command in the Finder menu, a submenu appears that lets you choose whether you want the item to be compressed in "Faster" or "Smaller" mode (see "Setting up transparent compression" earlier in this chapter for more information).

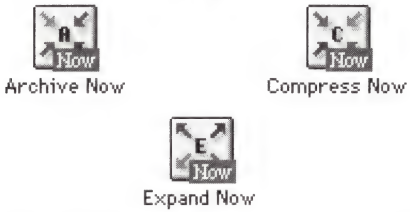


Converting files compressed in other formats

If you have files or archives on your hard disk that were compressed by AutoDoubler™, DiskDoubler™, Compact Pro™, StuffIt™ 1.5.1 or SpaceSaver™, Now QuickFiler can convert them to its own compression format so that all of your files are compressed in the same format. To convert files or archives to Now QuickFiler format, select them (or a folder containing them) and click the "Convert" button in the Inspector window, or choose "Convert" from the Finder menu. Now QuickFiler decompresses the files from their original formats, then compresses them again in its own format.

Be aware that when you convert files, you must have enough free space on your hard drive to decompress your largest compressed file. If Now QuickFiler runs out of space while converting a file, it will skip that file and then ask if you want to continue with the conversion, in case there are other smaller files that can still be converted with the available disk space.

Drag-and-drop compression applications



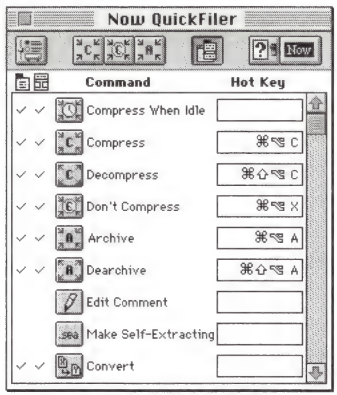
The Archive Now, Compress Now and Expand Now applications were placed in the "Now Utilities™" folder on your hard disk at installation. We suggest that you move these applications to the desktop for easier access. The drag-and-drop applications make Now QuickFiler easier to use because, for example, you can archive multiple items simply by Shift-selecting their icons and dragging them to the Archive Now application icon; or decompress a compressed item by dragging its icon to the Expand Now application icon.

The Expand Now application is freeware, so you can give it to anyone who doesn't have Now QuickFiler to open compressed files and regular archives.

Defining Hot Keys for Now QuickFiler commands

You can activate any of the Now QuickFiler commands or functions with a Hot Key. Default Hot Keys are already set for several of the commands; if you want to change the default settings or define a Hot Key for a command that has no default setting, click the "Settings" button in the Inspector window, or choose "Settings…" from the Finder menu.

In the Now QuickFiler control panel, click the "Button Bar/Menu Options" button to display the pane shown here.



Locate the command that you want to define a Hot Key for, and click in the Hot Key field for that command to select it. Press the desired key combination and it appears in the field. You can use any combination of modifier keys (Command, Option, Shift, Control) plus a character, function key, or numeric keypad key. Avoid using the Command-letter combinations used for Finder menu commands, as any Hot Keys you define will take precedence over previously-existing Finder menu combinations.

Chapter 6

Now Save

Now Save can automatically save documents you're working on at regular intervals, preventing data loss due to an untimely system error, power failure, or other problem.

You can configure Now Save to save documents automatically from within any application, like a word processing, graphics or spreadsheet application, and set auto-saving to occur after a specified time interval, number of keystrokes, and/or number of mouse clicks. If you wish, you can set Now Save to simply remind you to save rather than carrying out an automatic save.

Now Save's Key Capture feature works in the background, continuously recording your keystrokes into date-stamped text files. Should you lose work because of a crash that occurs before an auto-save can take place, you can open a Saved Work file and reconstruct your work from an "audit trail" of the keystrokes you typed.

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Saving documents automatically

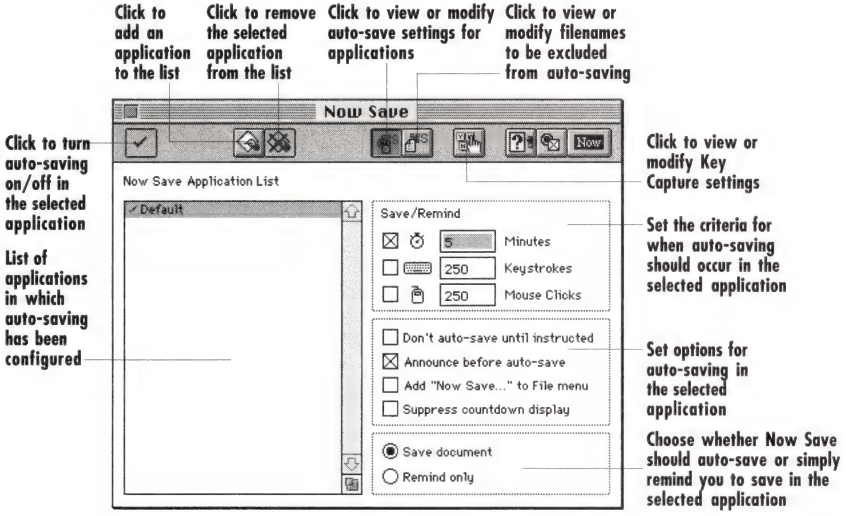
It's easy to set up Now Save to save documents automatically while you work in applications. Automatic saving lets you work uninterrupted, with the security of knowing that all of your work is being saved regularly without your having to think about it. You never have to use the "Save" command or lose more than five minutes' worth of work again.

Now Save lets you specify how frequently you want your documents to be saved, disable the saving of documents with certain names, and other options—with independent settings for every application. You can set these options either from Now Save's control panel, or directly within the applications using the Now Save Configure dialog box.

To activate automatic saving in an application, you must first add the application to Now Save's Application List. Once the application has been added, Now Save will automatically save all documents you create in it according to the saving intervals you've specified. The default is to automatically save after five minutes, 500 keystrokes or 250 mouse clicks, whichever comes first.

Activating automatic saving from the Now Save control panel

Though you can turn on automatic saving from within applications, the Now Save control panel provides a central location for reviewing your settings for automatic saving and the applications in which it's active.


Click to add an application to the list
Click to remove the selected application from the list
Click to view or modify auto-save settings for applications
Click to view or modify filenames to be excluded from auto-saving
Now Save
Click to turn auto-saving on/off in the selected application
Now Save Application List
✓Default
List of applications in which auto-saving has been configured
Click to view or modify Key Capture settings
Save/Remind
5 Minutes
250 Keystrokes
250 Mouse Clicks
Set the criteria for when auto-saving should occur in the selected application
Don't auto-save until instructed
Announce before auto-save
Add "Now Save..." to File menu
Suppress countdown display
Set options for auto-saving in the selected application
Save document
Remind only
Choose whether Now Save should auto-save or simply remind you to save in the selected application

Adding applications to the Application List

The first step in activating auto-saving in an application is adding it to Now Save's Application List.

To add an application to the Application List:

1. **In the Now Save control panel, click the "Add Applications" button.**

   A directory dialog box opens, in which you can locate the application you want to add.

2. **Locate and select the desired application, then click "Add."**

   You can continue to add applications, if you wish, by repeating this step.

3. **Click "Done."**

   You're returned to the Now Save control panel, where the name of the application you added appears in the Application List with a checkmark in front of it. The checkmark indicates that auto-saving is turned for the application.

Changing the auto-save status of an application

To turn off auto-saving for an application temporarily, select it in the Application List and click the "Activate/Deactivate Selected Application" button. When the checkmark disappears, automatic saving is turned off.

To turn off auto-saving permanently, remove the application from the List by selecting it and clicking the "Remove Application" button.

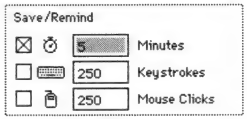
Configuring auto-saving

Once you've added an application to the Application List, auto-saving is active in the application. You can then use the control panel to specify how often auto-saving should occur, as well as other options. When an application is added to the List, it initially has the same auto-save settings as the "Default" item at the top of the Application List. The "Default" item lets you specify default auto-save settings that will be in effect for each application added to the List. This way, if you have preferences for auto-saving that are relatively consistent across applications, you don't need to do any extra work when you add a new application; it's easy to change these default values for a few applications that may call for different settings.

To configure automatic saving:

1. **In the Application List, select the application you want to configure (or select the "Default" item to configure settings for all new applications).**

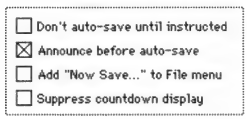
2. Set the auto-save interval as desired.



Under Now Save's initial default settings, documents will be saved automatically after five minutes, 500 keystrokes, or 250 mouse clicks—whichever comes first. Select or deselect the Minutes, Keystrokes and Mouse Clicks checkboxes and change their values as desired; you can select any combination of intervals in minutes, keystrokes or mouse clicks.

Auto-saving according to the number of keystrokes works well in a word-processing or spreadsheet application, but you may want to save according to mouse clicks in a graphics or music sequencing application.

3. Set the options for Now Save's behavior within the application.



Select...	To specify that...
Don't auto-save until instructed	Auto-saving will not be active in the application until you open the Now Save Configure dialog box* and click "Begin."
Announce before auto-save	An alert will appear when an auto-save is due. You can specify the type of alert in the Preferences dialog box.
Add "Now Save..." to File menu	The "Now Save..." command will appear in the application's File menu. Choosing this command opens the Now Save Configure dialog box.*
Suppress countdown display	Now Save will ignore the Hot Key you've set in the Preferences dialog box for the countdown display and not show the display when you press those keys (see "Now Save Preferences" later in this chapter for more information).

** For more information on the Configure dialog box, see "Activating automatic saving from within applications" later in this chapter.*

4. **Choose whether you want Now Save to save documents automatically or just remind you to save when an auto-save is due.**

Select...	To specify that...
Save document	Documents will be saved automatically whenever an auto-save is due, without interrupting your work.
Remind Only	Now Save will display a reminder to save the document whenever an auto-save is due, instead of saving it automatically; this alert dialog box lets you save the document, postpone saving it for a period of time that you specify, or choose not to save it.

Excluding filenames from auto-saving

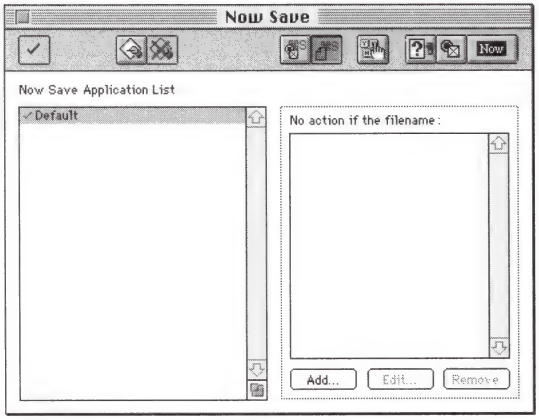
When you want auto-saving turned on but there are certain documents that you don't want to be auto-saved, you can configure Now Save to exclude documents from auto-saving according to their filenames. For example, you might specify that Now Save will not auto-save any PageMaker documents whose filenames contain the word "template."

To exclude a filename from auto-saving:

1. **In the Now Save control panel, select the application in which you want to exclude a filename.**

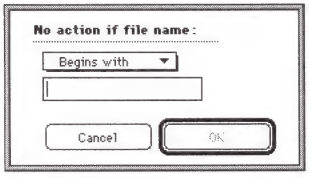
2. **Click the "Filename exclusion" button.**

The "No action if the filename:" list replaces the auto-save settings area.



3. **Click "Add...".**

A dialog box opens where you can specify the text to be excluded and how Now Save should match it.



4. **Type the desired text in the text field.**

5. **Choose a matching option from the pop-up menu.**

Choose...	To specify that a document will not be auto-saved if its name...
Begins with	Begins with the specified text.
Matches	Matches the specified text exactly.
Contains	Contains the specified text, whether in its beginning, middle or end.
Doesn't Contain	*Does not* contain the specified text.

6. **Click "OK."**

   You're returned to the Filename Exclusion area, where the exclusion you set up now appears in the list.

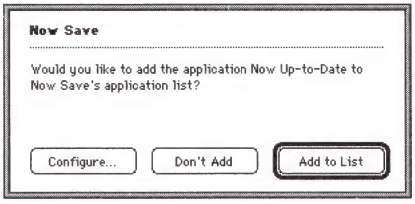
You can also modify or remove an existing filename exclusion by selecting it in the list and clicking "Edit..." or "Remove," respectively.

Activating auto-saving from within applications

While the Now Save control panel is a convenient and central location for reviewing and modifying your auto-save settings, you can also activate auto-saving and modify your settings from within an application, without having to return to the Finder and open the control panel.

Adding applications to the Application List automatically

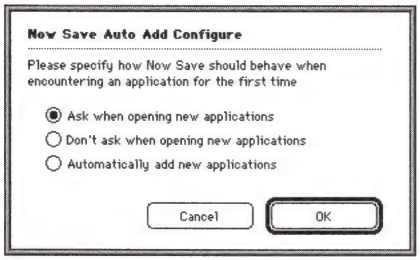
When you first open an application after you've installed Now Save, a dialog box appears, asking if you want to add the application to the Application List.



Selecting one of the options in the dialog box allows the application to finish opening.

Click...	To specify that...
Add to List	The application will be added to Now Save's Application List, to indicate that its documents will be saved automatically.
Don't Add	The application will not be added to Now Save's Application List, and its documents will not be saved automatically.
Configure...	A dialog box will open in which you can set your preferences for what Now Save should do the next time you open a new application.

When you click "Add to List" or "Don't Add" in the dialog box, your selection is saved and the application finishes opening. When you click "Configure...", the dialog box shown below opens.


Now Save Auto Add Configure
Please specify how Now Save should behave when encountering an application for the first time
Ask when opening new applications
Don't ask when opening new applications
Automatically add new applications
Cancel
OK

Select...	To specify that...
Ask when opening...	The previous dialog box will appear each time you open a new application, asking you if you want to add it to the Application List.
Don't ask when opening...	No dialog box will appear when you open a new application, and applications can be added to the List only in the control panel.
Automatically add...	Applications will be added to the List automatically the first time you open them, with no dialog box prompt.

You can later change your selection by opening the Preferences dialog box and selecting an alternate option under the Application List section. See "Now Save preferences" later in this chapter for more information.

Also, if you don't add the application to Now Save's list and later decide you do want to, you can activate and set up auto-saving from within an application using the Now Save Configure dialog box or in the control panel.

Configuring auto-save settings within an application

Now Save is available within any application to let you address the following situations:

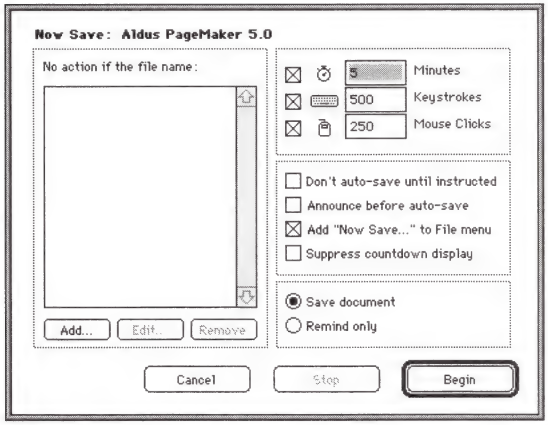
- You're working in an application that you haven't added to the Application List, and you decide you want to activate auto-saving.
- You're working in an application that is in the List but you've turned off auto-saving temporarily and you want to turn it back on.
- You're working in an application that is in the List and in which auto-saving is active, but you want to change your auto-save settings.

You can take care of any of these easily by opening the Now Save Configure dialog box.

To configure auto-save settings within an application:

1. Within an application, press Command-Shift-Option-S.

The Now Save Configure dialog box appears. Note that this dialog box contains the options found in the control panel; your settings here affect the current application only.



Command-Shift-Option-S is simply the default Hot Key for the Configure dialog box; you can change the key combination in the Preferences dialog box (see "Now Save preferences" later in this chapter).

2. Depending on the situation, choose one of the options below.

In order to...	Do this...
Add the application to the List and start auto-saving	Click "Begin" (modify the auto-save settings first if you wish).
Reactivate auto-saving in the application	Click "Resume."
Change the application's auto-save settings	Change the settings as desired, then click "OK."

Refer to the previous section on the Now Save control panel for information on the settings available in this dialog box.

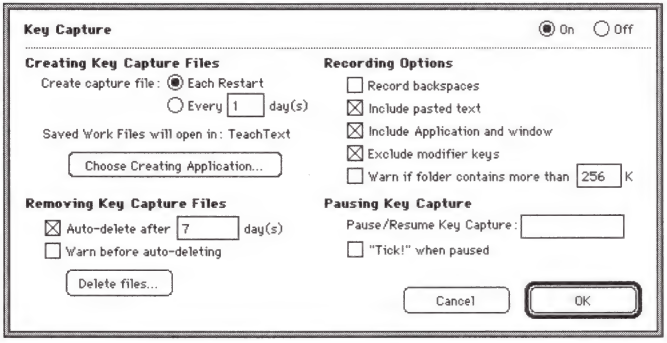
When you click "Begin," "Resume" or "OK," you're returned to the document window. The document will be auto-saved at the interval(s) you've specified until you quit the application or turn off auto-saving.

Capturing keystrokes with Key Capture

Now Save's Key Capture option complements automatic saving by providing another level of protection against data loss. Key Capture works in the background, recording every keystroke you type in all applications and saving them in a standard text file. Should a system error or other problem occur and you lose a file or the work you did since the last save, you can open your Saved Work file and recover what you typed.

Activating and configuring Key Capture

Upon installation, Key Capture is turned on and saving your keystrokes under basic default settings. To view and configure other settings, open the Key Capture dialog box by clicking the Key Capture button in the Now Save control panel. The Key Capture dialog box appears.



To turn Key Capture on or off, select the "On" or "Off" button in the upper right of the dialog box. Other Key Capture options are listed below.

This option...	Does this...
Each Restart	Specifies that a new Saved Work file will be created each time you restart your Macintosh. Saved Work files are named "Saved Work [date created]." If multiple files are created in the same day, additional files are named "Saved Work [date created] #2" and so on.
Every __ day(s)	Specifies that a new Saved Work file will be created at an interval of days that you enter here. If you restart frequently during the day, selecting this option and entering "1" day can help minimize the number of files created.
Choose Creating Application...	Lets you choose the application that will open Saved Work files when you double-click them.
Auto-delete after __ day(s)	Specifies when Now Save should automatically delete Saved Work files. When this option is deselected, Saved Work files continue to accumulate until you delete them manually, either in the Finder or by clicking "Delete files..." in this dialog box.

continued on next page

This option...	Does this...
continued from previous page	
Warn before auto-deleting	Specifies that a confirmation dialog box will appear before Now Save deletes Saved Work files automatically.
Delete files...	Opens the Delete Files dialog box where you can select the Saved Work files you want to delete.
Record backspaces	Records backspace characters as well as the text preceding and following each one, so that all of the characters you type are saved. When this option is deselected, only the actual corrected characters appear. For example, if this option was selected and you typed *recieve*, backspaced over *ieve*, then typed *eive*, Key Capture would record `recieve[DEL][DEL][DEL][DEL]eive.` With the option deselected, the word *receive* would appear only in its final, corrected version.
Include pasted text	Specifies that text you paste from the Clipboard will be recorded in Saved Work files, as well as text you type.
Include Application and window	Specifies that in a Saved Work file, each entry of saved keystrokes will begin with the name of the application and the window (document name) in which it was typed (this helps you identify the text you're looking for when you have a large Saved Work file).
Exclude modifier keys	Specifies that modifier keys you press (Command, Option, Control, Shift) will not be recorded in Saved Work files.
Warn if ... more than __ K	Specifies that an alert dialog box will appear if the current Saved Work file exceeds the size indicated in the text field.
Pause/Resume Key Capture	Allows you to set a Hot Key that you can press to pause and then resume the recording of keystrokes. *This option is useful when you need to type a password for logging onto a server, etc., but you don't want the password to be recorded in a file that someone else could open.*
"Tick" when paused	Specifies that while Key Capture is paused, pressing keys will make a ticking sound to remind you that your keystrokes are not being recorded.

When you're finished setting the Key Capture options, click "OK" to return to the control panel.

Opening Saved Work files

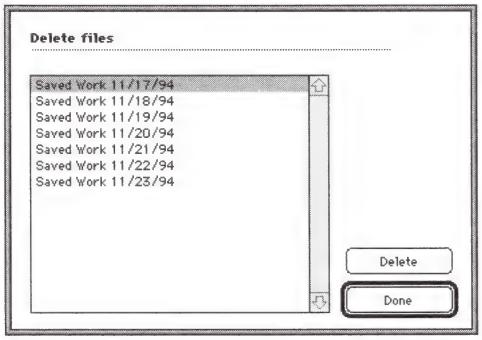
When Key Capture is active, every keystroke you type is saved in a file called "Saved Work [date created]"; these files are stored in the "Saved Work Folder" inside the System Folder.

To view text that you typed when Key Capture was active, locate the "Saved Work [date created]" file for the desired date inside the Saved Work Folder and double-click it. Unless you've changed the creating application in the Key Capture options, the document opens in TeachText or SimpleText. You can then view your saved keystrokes and copy and paste them into another application to reconstruct your work, if necessary.

You may not be able to open a Saved Work file directly when Key Capture is active. To open the file, either turn off Key Capture temporarily, or duplicate the file and open the duplicate.

Deleting Saved Work files

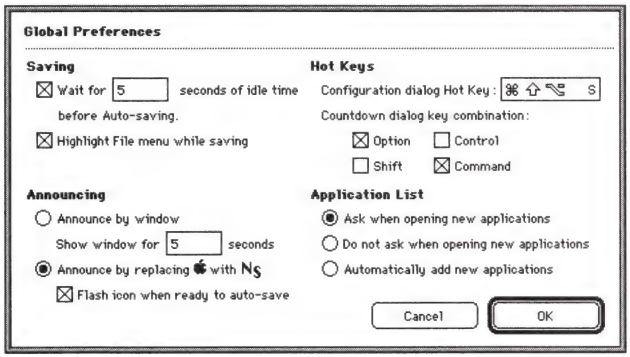
If you don't have Now Save set to delete Saved Work files automatically, you may find that they are accumulating and you want to remove them from your hard disk to free up space. You can do this by opening the Key Capture dialog box and clicking "Delete files...". A dialog box opens, listing all of the existing Saved Work files.



To delete Saved Work files, just select one or more files and click "Delete." Any selected files are permanently deleted.

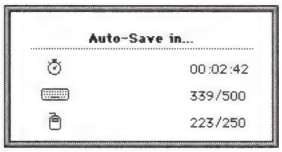
Now Save preferences

You can set global preferences for Now Save in the Preferences dialog box. To open it, click the "Preferences" button in the Now Save control panel.



Use this option...	To specify...
Wait for __ seconds of idle time...	That a certain amount of idle time must elapse before an auto-save occurs. When this option is selected and an auto-save is due, Now Save will wait until there has been no keyboard or mouse activity for the amount of time specified here before it auto-saves. This prevents an auto-save from interrupting your work.
Highlight File menu when saving	That Now Save will highlight the File menu title while auto-saving is in progress. This serves to remind you of what's happening, since an auto-save makes your Macintosh briefly unavailable.
Announce by window	That Now Save will display an Announce dialog box before an auto-save occurs. This dialog box will stay on your screen for the amount of time specified in "Show window for..." and then the auto-save will occur. While the dialog box is on your screen, you can cancel the auto-save by clicking "Abort" or pressing any key. *Aborting does not disable Now Save—an auto-save will occur the next time one is due.*
Show window for __ seconds	The number of seconds that the Announce dialog box is displayed, after which the auto-save occurs.

continued on next page

Use this option...	To specify...
continued from previous page	
Replace Apple with Now Save Icon	That the Apple icon will be replaced by the Now Save "NS" icon during an auto-save (and before one, if the checkbox below is selected). When you see this icon in the menu bar, you can cancel the auto-save by pressing the Countdown dialog box Hot Key.
Flash icon when ready to auto-save	That the Now Save icon will flash over the Apple menu icon when an auto-save is due. This serves as notification to you when you're still typing or using the mouse that Now Save is waiting for the specified amount of idle time before auto-saving.
Configure dialog Hot Key	The key combination that you press in an application to open the Now Save Configure dialog box.
Countdown dialog key combination	The modifier key combination used to display the Countdown dialog box. This dialog box lets you see how close you are to the next auto-save.
	
Ask when opening new applications	That a dialog box will appear each time you open a new application, asking you if you want to add it to the Application List.
Don't ask when opening new apps	That no dialog box will appear when you open a new application, and applications can be added to the List only in the control panel.
Automatically add new applications	That applications will be added to the List automatically the first time you open them, with no dialog box prompt.

Chapter 7
Now Scrapbook

Now Scrapbook helps you organize graphics, text documents, and other files by allowing you to catalog PICT, Paint, TIFF, EPS, GIF, JPEG, TEXT, sound, and QuickTime movie files all in one document. It offers many more features than the standard system Scrapbook, and is a must for putting together presentations, desktop publishing, or writing—to name just a few applications. Once your items are stored in a Now Scrapbook catalog, you can easily sort, rearrange and find them. In Now Scrapbook's Clipboard Editor you can crop, resize or select portions of graphics as well as edit text.

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Opening and creating a Now Scrapbook catalog

To store items using Now Scrapbook, you must first open the application. Just choose it from the Apple menu—the last Now Scrapbook catalog you worked in will open. You can also launch Now Scrapbook by double-clicking an existing Now Scrapbook catalog, of course; a Sample Catalog is provided for your convenience in the "Now Utilities™" folder.

You can place up to 500 items in a catalog; the size of each item is limited only by the amount of available hard disk space. However, you'll get optimal performance if you limit your catalogs to about 100 items.

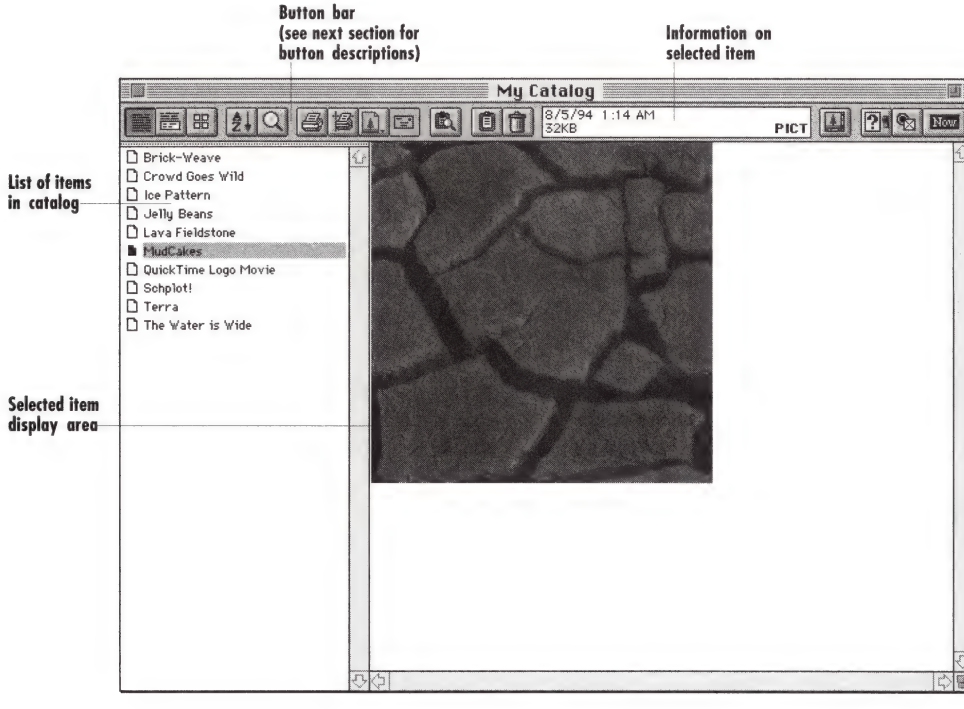
To start a new catalog, choose "New" from the File menu. In the dialog box that opens, enter a name for the new catalog, select a destination directory, and click "Save."

Viewing a Now Scrapbook catalog

When you open a Now Scrapbook catalog, you have the option of viewing the items it contains using any of three different views: Standard View, Detail View and Thumbnail View.

Standard View

The default view is the Standard View. It shows item names and a screen representation of the selected item. To see the Standard View if it isn't the current view, click the "Standard View" button.



The names of the items in the catalog are listed on the left, while a PICT image of the selected item appears on the right. When a sound is selected, a "Play Sound" button allows you to play it; when a movie is selected, the standard movie controls appear to let you play, pause, and stop it. To browse through the list of items, press the up or down arrow keys. To rearrange the items, drag the item names up or down in the list.

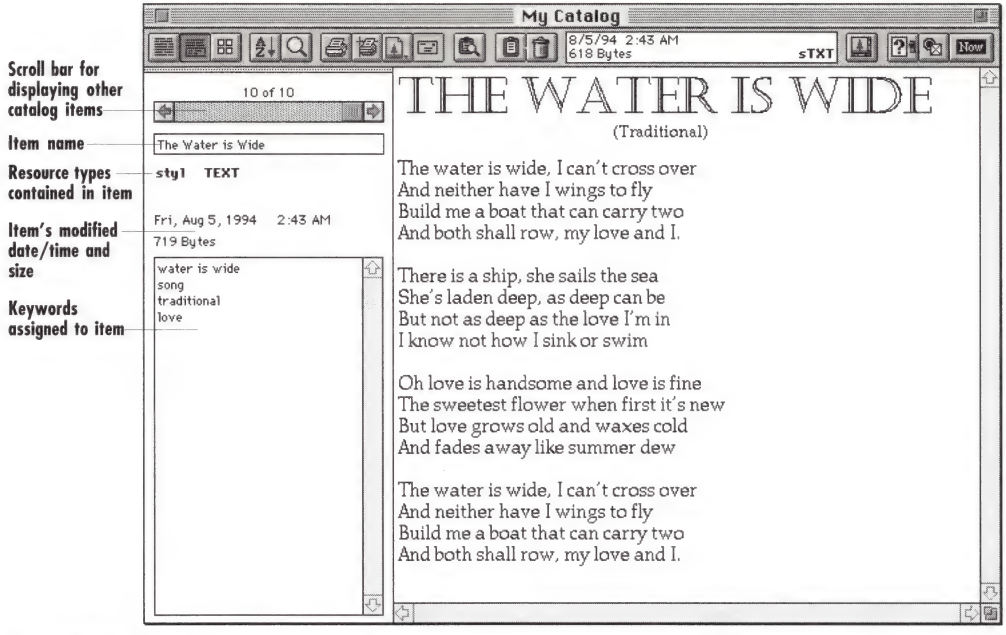
Button bar

The button bar at the top of the window is available in all views and provides access to most of the commands found in the File, Edit, and Windows menus. The information area in the button bar displays the selected item's file size, last modified date/time, and data type(s). This area appears only when the window is sized wide enough to accommodate it.

Click...	In order to...
Standard View	Display item names and a screen representation of an item. Click a name to display the item, or press the up or down arrow keys to browse items.
Detail View	Display more information about a single item.
Thumbnail View	Display thumbnails so you can preview multiple items at a glance.
Sort	Sort items alphabetically, or by date, size, or type.
Find	Search for an item by name or by keywords assigned to it.
Print	Print a single item, a single item with information, the contents of the Clipboard, or an entire catalog.
Page Setup	Select paper size and printing settings.
Import/Export menu	Import TIFF, PICT, TEXT, Paint, EPS, GIF, JPEG, sound files, and QuickTime movie files into the selected catalog; export the selected item as a TIFF, PICT, TEXT, EPS, GIF, sound file, or QuickTime movie file.
Mail	Mail the selected item to another user (if you're using PowerTalk and System 7 Pro or 7.5).
Clipboard Editor	Open the Clipboard Editor and view or modify the item on the Clipboard.
Clipboard icon	(To copy an item to the Clipboard, drag the item's name to the Clipboard icon or choose "Copy" from the Edit menu. To view and/or modify the contents of the Clipboard, double-click this icon.)
Trash	Remove an item from a catalog. To remove an item, drag the item's name to this icon.
Scale-to-fit	Resize the selected image to fit in the current window size.

Detail View

The Detail View, which you can display by clicking the "Detail View" button, shows detailed information about the selected item.

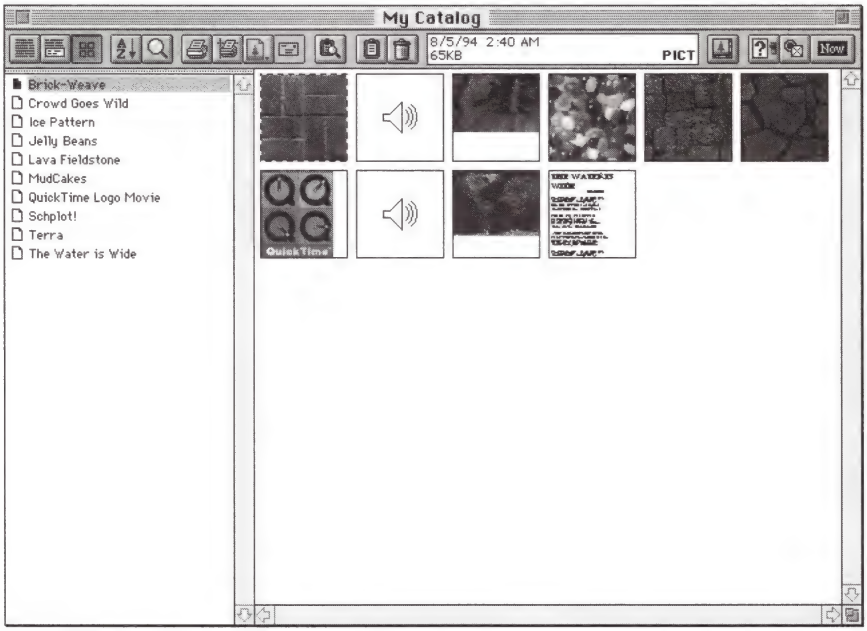

My Catalog
8/5/94 2:43 AM
618 Bytes
sTXT
Now
Scroll bar for displaying other catalog items
10 of 10
Item name
The Water is Wide
Resource types contained in item
styl TEXT
Item's modified date/time and size
Fri, Aug 5, 1994 2:43 AM
719 Bytes
Keywords assigned to item
water is wide
song
traditional
love
THE WATER IS WIDE
(Traditional)
The water is wide, I can't cross over
And neither have I wings to fly
Build me a boat that can carry two
And both shall row, my love and I.
There is a ship, she sails the sea
She's laden deep, as deep can be
But not as deep as the love I'm in
I know not how I sink or swim
Oh love is handsome and love is fine
The sweetest flower when first it's new
But love grows old and waxes cold
And fades away like summer dew
The water is wide, I can't cross over
And neither have I wings to fly
Build me a boat that can carry two
And both shall row, my love and I.

Detail View elements

Item	Purpose
Scroll bar	Lets you browse through the catalog by clicking on the scroll bar or the scroll arrows.
Item Name	Displays the name assigned to the item.
Item Resources	Displays the resources that the item contains (see "Deselecting item resources" later in this chapter for more information).
Date Added	Displays the date and time the item was added to the catalog.
Size	Displays the size of the item in bytes, kilobytes, or megabytes.
Keywords	Displays keywords that you assign to the item to describe it or relate it to other catalog items. Keywords can help you locate a particular item later; when you've assigned keywords to an item, you can locate it quickly using the "Find..." command.

Thumbnail View

The Thumbnail View, which you can see by clicking the "Thumbnail View" button, provides miniature previews of all items in a catalog.



Each thumbnail is a miniature version of an item in color or black-and-white. The larger your monitor, the more thumbnails you can display in the window. Click on a thumbnail to select it. Notice that a moving dotted line appears around the selected thumbnail, and the item name corresponding to the thumbnail is highlighted. You can rearrange the order of catalog items by dragging thumbnails to new locations.

You can play a sound in this view by holding down the Command key and clicking on the sound's thumbnail.

When you add color graphics to a catalog while using a color monitor, Now Scrapbook builds color thumbnails for the images. If you give the catalog to someone who has only a black-and-white monitor, the thumbnails will not appear correctly there. To resolve this problem, rebuild the color thumbnails for black-and-white by holding down the Option key and clicking on each one.

Adding items to a Now Scrapbook catalog

It's very easy to add items to a Now Scrapbook catalog. You can use the Clipboard's Copy and Paste functions, or Now Scrapbook's "Import…" command.

Pasting from the Clipboard

The easiest way to place an item in your Now Scrapbook catalog is to copy an item (Command-C) from another source to the Clipboard and then paste it (Command-V) into the active Now Scrapbook window. Any attributes that the item contains (such as styled text for a text item, or cropping or resizing data for a graphic pasted from a page-layout applications) is preserved in Now Scrapbook.

Newly-pasted items appear with the default name "Untitled." Simply type the name you want when the item is highlighted. An item's name can contain up to 31 characters.

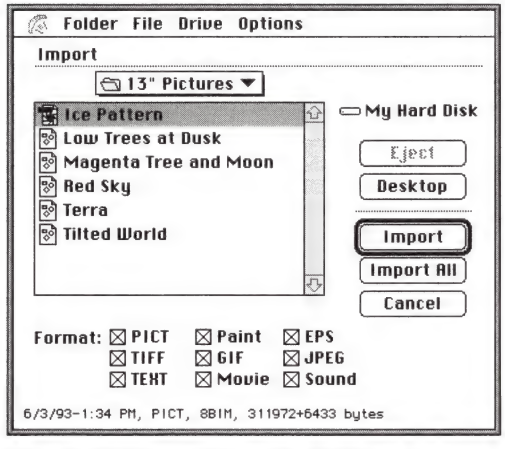
Importing files

If you want to place a single file or several files into a Now Scrapbook file, use the "Import…" command. Now Scrapbook can directly import PICT, MacPaint, TIFF, GIF, JPEG, EPS, TEXT, AIFF and System 7 sound files, and QuickTime movie files.

To import items into a catalog:

1. Choose "Import..." from the File menu, or from the "Import/Export" pop-up menu in the button bar.

A dialog box appears in which you can locate and select the files you want to import. Notice that there are checkboxes for each of the file formats that Now Scrapbook can import. Deselect a format if you don't want to see files saved in that format. This can make it easier to find the specific files you want to import; for example, to see only MacPaint files, leave the "Paint" checkbox selected and deselect all other checkboxes.

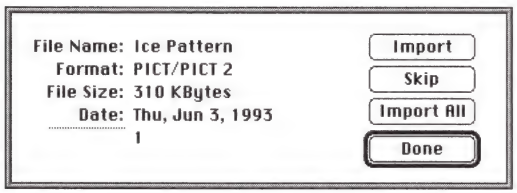


2. Open the folder containing the file(s) you want to import so that its contents are displayed.

3. To import a single item, select the item and click "Import;" to import multiple documents in the same folder, select any document in the folder and click "Import All."

If you click "Import," move on to step 4.

If you click "Import All," a status dialog box appears with options for handling the files to be imported.



Click...	To...
Import	Import the item currently shown.
Skip	Skip the item shown and not import it. The next item in the folder is then displayed.
Import All	Import all items in the selected folder without being prompted for each item individually.
Done	Return to the catalog window.

4. Once Now Scrapbook has finished importing the items, the catalog displays the new item names.

Now Scrapbook preserves the names of imported items.

Now Scrapbook modifies the types of some imported items so it can store them properly (see "File formats supported by Now Scrapbook" at the end of this chapter).

Importing a Scrapbook file

You can also convert an entire standard Scrapbook file (used by the system Scrapbook) into a new Now Scrapbook catalog. This conversion does not affect the Scrapbook file in any way; a new Now Scrapbook catalog is created and the original Scrapbook file is left unmodified. Simply choose "Open..." from the Now Scrapbook File menu, select the Scrapbook file (normally stored in the System Folder), and click "Open." An alert dialog box informs you that the file will be converted to a Now Scrapbook catalog. Name the new catalog, select a destination directory, and click "Save." Now Scrapbook begins converting the items from the Scrapbook file into the new catalog. The items appear in the item list with the names "1," "2," and so on.

You can't import a Scrapbook file directly into an existing catalog; instead, Now Scrapbook always creates a new catalog when converting a Scrapbook file.

Organizing items in catalogs

Once items are in a catalog, you can rename them, assign keywords to them, and find, sort or rearrange them.

Changing item names

To help you identify the items, you may want to change their names. To change an item's entire name, select the item and type. To edit the name, select the portion you want to change with the I-beam pointer and type.

Assigning keywords to items

Keywords let you associate an item with words relevant to you and can help you locate a particular item quickly using the "Find..." command. To assign keywords to an item, click in the Keyword box in the Detail View and type the desired keywords.

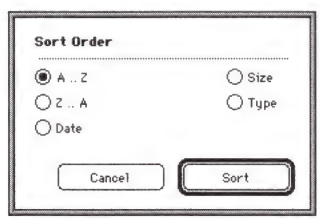
Sorting items

You can sort and quickly arrange the items in a catalog using the "Sort..." function.

To sort the items in a catalog:

1. **Choose "Sort..." from the File menu, or click the "Sort" button in the button bar.**

   The Sort Order dialog box appears.



2. **Select an option for how the items should be sorted.**

Select...	To...
A...Z	Sort item names alphabetically from A to Z. Sorting is not case-sensitive.
Z...A	Sort item names reverse-alphabetically, from Z to A.
Date	Sort items by the date they were added to the catalog. The most recently added item appears at the top of the list.
Size	Sort items by file size. The smallest item appears at the top of the list.
Type	Sort items by file type.

3. **Click "OK."**

   The item list is sorted according to the order you specified.

The item list is not re-sorted when you add a new item to the catalog.

Rearranging items

Now Scrapbook gives you the flexibility to arrange the items in a catalog in any sequence that you want. To rearrange items in the Standard View, just drag item names to the desired locations in the list.

To rearrange items in the Thumbnail View, drag thumbnails to the desired locations.

If you later sort the list, any custom item arrangement will be lost.

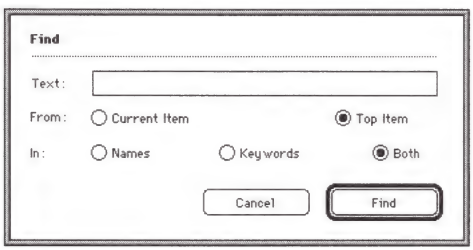
Finding items by name or keywords

Use the "Find..." command to locate an item by its name or keywords. Now Scrapbook searches only the current frontmost catalog.

To find an item in the current catalog:

1. **Choose "Find..." from the File menu, or click the "Find" button in the button bar.**

   The Find dialog box opens.



2. **Enter the text you want to search for in the "Text:" field.**

   You can enter up to 31 characters.

3. **Select where and what to search.**

Select...	To...
Current Item	Begin the search from the item selected.
Top Item	Begin from the top of the item list.
Names	Search item names only.
Keywords	Search keywords only.
Both	Search both names and keywords.

4. **Click "OK" to begin the search.**

   Now Scrapbook selects the first item it locates containing the search text or beeps if it does not locate any matching items. To locate the next item containing the search text, choose "Find Again" from the File menu.

Moving items between Now Scrapbook catalogs

Now Scrapbook provides an easy method for copying items between catalogs: simply open both catalogs and drag items between them. Items you move are not removed from their original catalogs.

Removing items from catalogs

To remove an item from a catalog, drag it to the Trash icon, and then choose "Empty Trash" from the File menu; or, select an item and choose "Cut" from the Edit menu.

When you use the "Cut" command, any previous information on the Clipboard is replaced by the item you cut.

Editing catalog items

Now Scrapbook allows you not only to catalog items, but also to edit graphics and text, and deselect item resources for special copying purposes.

Editing graphics in the Clipboard Editor

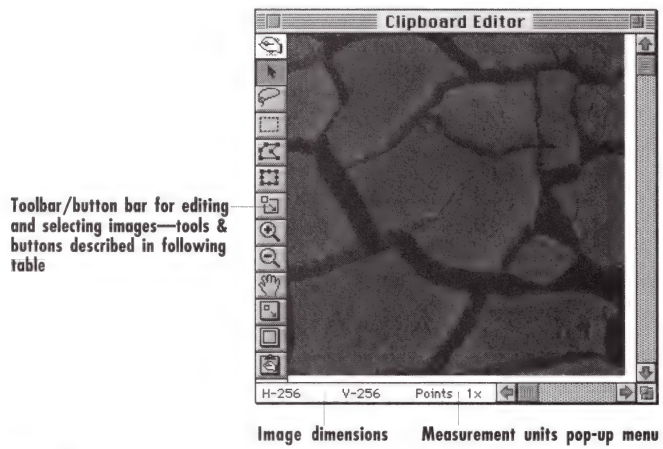
The Clipboard Editor in Now Scrapbook lets you resize and select portions of graphics. Once you've edited a graphic and saved the changes to the Clipboard Editor, you can paste it back into your Now Scrapbook catalog or another application.

Any graphic item can be displayed in the Clipboard Editor if you have sufficient RAM. Remember that a 32-bit graphic or a TIFF requires more memory than other formats.

To edit a graphic, first drag it to the Clipboard icon, or select the graphic and choose "Copy" from the Edit menu; then, open the Clipboard Editor by clicking the "Clipboard Editor" button, choosing "Clipboard Editor" from the Windows menu, or by double-clicking the Clipboard icon.

Once the graphic appears in the Clipboard Editor, you can use the graphics tools in the vertical toolbar on the left to edit it.

To save an edited graphic or any portion of one as a new graphic, you must first click the "Save to Clipboard" button, and then paste the new graphic into the active Now Scrapbook catalog.



Click the...	In order to...
Editor Mode Selector	Toggle between the edit graphics mode and the edit text mode.
Pointer tool	Change the currently-selected tool to a pointer.

continued on next page

Click the...	In order to...
continued from previous page	
Lasso tool	Change the pointer to a lasso for selecting irregular portions of a graphic. The moving dotted lines indicate the selection. The Lasso automatically finds the edges of the enclosed graphic and selects them. To override this automatic feature, hold down the Shift key before dragging the Lasso.
Marquee tool	Change the pointer to a crosshair for selecting rectangular portions of the graphic.
Polygon tool	Change the pointer to a wand for selecting irregular polygon portions of a graphic by creating a path of points. Click to place a point on the path; close the path by double-clicking the mouse or clicking the original point. Once you've created a selection shape, you can modify it by dragging any of the points.
Cropper tool	Display handles on the graphic so you can crop it. Drag a handle to crop to the desired area. Hold down the Shift key while dragging to crop proportionally.
Resize tool	Display handles on the side and bottom of the graphic so you can resize it. Drag a handle to reduce or enlarge the graphic. Hold down the Shift key as you drag to resize proportionally.
Magnification tool	Change the pointer to a magnifying glass to magnify the view of the graphic up to nine levels. A beep sounds when you reach the maximum enlargement. To activate temporarily without selecting the tool, hold down the Command key.
Demagnification tool	Change the pointer to a magnifying glass to reduce the view of the graphic up to nine levels. A beep sounds when you reach the maximum reduction. To activate temporarily without selecting the tool, hold down the Option key.
Grabber Hand tool	Change the pointer to a grabber hand to move the graphic horizontally in the Clipboard Editor if a portion of the graphic is not in view. To activate temporarily without selecting the tool, hold down the spacebar.
Resize Graphic button	Open a dialog box in which you can resize a graphic precisely by a percentage (both non-proportionally and proportionally) or by size in points. To reapply the scaling value you've just set without returning to the dialog box, click "Store as..." to record a Hot Key. You can also change the bitmap depth if desired.

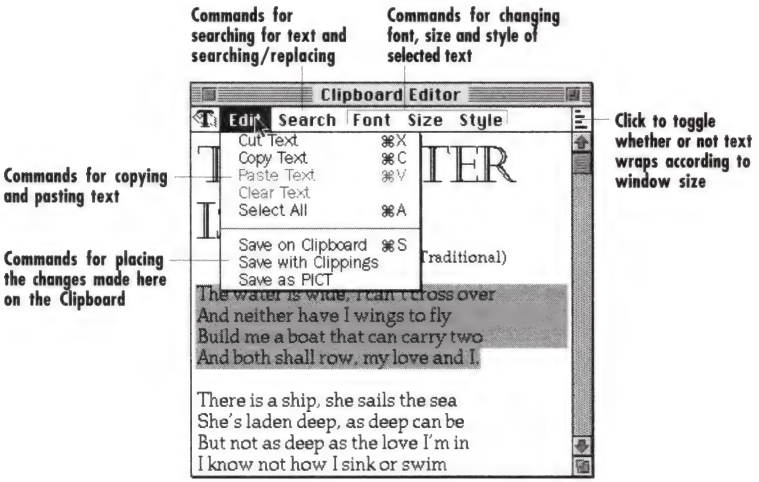
continued on next page

Click the...	In order to...
continued from previous page	
Undo button	Reverse the previous resize command only.
Save-to-Clipboard button	Copy the selection or resized graphic to the Clipboard. Only the selected area will be copied.
Measurement units pop-up menu	Change the unit of measure—select a different option from the pop-up menu. To change the magnification, use the Magnification tool. This area also shows the actual horizontal and vertical dimensions and the magnification of the current graphic.

Editing text in the Clipboard Editor

Now Scrapbook lets you edit the text in any item that contains a TEXT resource. To edit a text item, first drag it to the Clipboard icon, or select the text item and choose "Copy" from the Edit menu.

Next, open the Clipboard Editor by choosing "Clipboard Editor" from the Windows menu, by clicking the "Clipboard Editor" button, or by double-clicking the Clipboard icon.


Commands for searching for text and searching/replacing
Commands for changing font, size and style of selected text
Clipboard Editor
Edit Search Font Size Style
Cut Text ⌘X
Copy Text ⌘C
Paste Text ⌘V
Clear Text
Select All ⌘A
Save on Clipboard ⌘S
Save with Clippings
Save as PICT
Commands for copying and pasting text
Commands for placing the changes made here on the Clipboard
Click to toggle whether or not text wraps according to window size
Traditional)
The water is wide, I can't cross over
And neither have I wings to fly
Build me a boat that can carry two
And both shall row, my love and I.
There is a ship, she sails the sea
She's laden deep, as deep can be
But not as deep as the love I'm in
I know not how I sink or swim

Once the text appears in the Clipboard Editor, select text with the I-beam pointer as you would in a word processor. Use the menu bar commands to modify the text. To save your changes and add them to your catalog as a new item, choose "Save on Clipboard" or "Save as PICT" from the Edit menu within the Clipboard Editor, close the Clipboard Editor, and paste the results into the catalog.

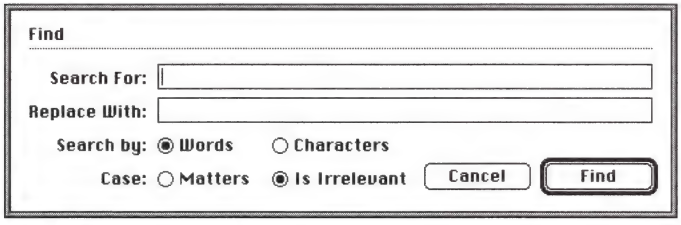
To copy and paste text, choose commands from the Edit menu.

To change font attributes, choose the desired options from the Font, Size, and Style menus.

To save your changes, choose one of three options from the Edit menu:

Choose...	In order to...
Save on Clipboard	Save the text to the Clipboard.
Save with Clippings	Append the text to any material already contained on the Clipboard. The text is saved with the TEXT and "styl" types, which are added to any existing types already on the Clipboard.
Save as PICT	Save the entire document to the Clipboard as a PICT. When you choose this option, the Clipboard Editor switches to the graphics editing mode. You can then resize or select portions of the resulting graphic.

To find and/or replace text, choose "Find" from the Search menu. In the Find dialog box, enter the text to search for and how to search for it.



Search option	Function
Search For field	Enter the target search text of up to 31 characters.
Replace With field	Enter replacement text of up to 31 characters (optional).
Search by Words	Search for complete words.
Search by Characters	Search for characters.
Case Matters	Make the search case-sensitive.
Case Is Irrelevant	Ignore letter case in the search.

Click "Find" to locate the first occurrence of the target text. Now Scrapbook begins the search from the position of the I-beam pointer in the text. To replace the target text, choose "Replace" or "Replace & Find Again" from the Search menu.

To replace all occurrences of the target text, choose "Replace All" from the Search menu. Now Scrapbook beeps if the target text can't be located.

Using catalog items outside of Now Scrapbook

It's very simple to transfer items out of a Now Scrapbook catalog for use elsewhere. You can use the Clipboard's Copy and Paste functions, or Now Scrapbook's "Export..." command.

Copying items to the Clipboard

The easiest way to copy an item out of your Now Scrapbook file is to use the Clipboard's Copy and Paste function. Select an item in the catalog, choose "Copy" from the Edit menu, and then paste into the desired application.

You can do the same thing by dragging the item to the Clipboard icon and then pasting into the other application.

Deselecting item resources when copying

One piece of information displayed in the Detail view is the resource types found in the selected item. For example, text copied to the Clipboard from most applications includes a text resource ("TEXT") and one or more resources controlling the style and formatting of the text ("styl," "CLAP," "RTF," etc.). Now Scrapbook allows you to omit one or more resource types from an item when copying it, simply by clicking. If you omit all resource types, the item will appear blank.

When an item is displayed in the Detail view, you can deselect a resource type just by clicking it. The resource type dims, and the item's appearance changes to reflect the remaining resources. If you copy the item to the Clipboard now, only the resources that are still selected and active will "travel" with the item when you paste it into another application. Deselecting item resources has no effect when you're exporting catalog items.

This feature is particularly useful when working with page-layout applications. When you copy text from a word processing application and paste it into a page-layout application, any styles used in the word-processing document come along with the text. If you want to paste this text into your page-layout application without the original style settings (which will override any styles set up in the page-layout document), simply copy the text to a Now Scrapbook catalog, switch to the Detail view, and deselect all types except TEXT. Then copy the text to the Clipboard, switch to the page-layout application, and paste the text. You can then apply your text formatting styles as desired.

Exporting items as separate files

Now Scrapbook's Export function lets you save a copy of a catalog item as a separate file in one of the following file formats (depending on the item's type): TEXT, PICT, TIFF-IBM, TIFF-MAC, GIF, JPEG, System 7 sound, AIFF sound, QuickTime movie, or EPS file. See "File formats supported by Now Scrapbook" later in this chapter for details on the various formats.

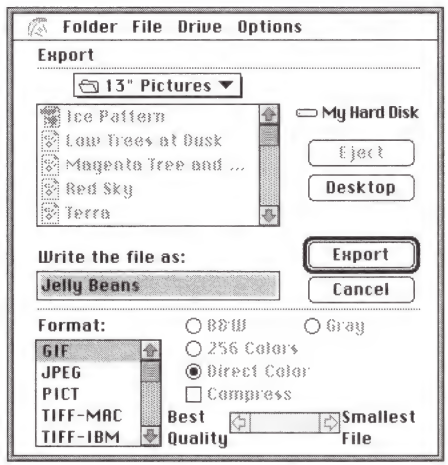
You can export only one item at a time.

To export a catalog item as a separate file:

1. **Select the item you want to export.**

2. **Choose "Export..." from the File menu, or from the "Import/Export" pop-up menu in the button bar.**

   The Export dialog box opens, displaying the available file formats for the exported file, according to the catalog item's file type.



3. **Select the desired file type to export.**

Catalog item's type	Available export file type(s)
text	TEXT
graphic	PICT, EPS, GIF, JPEG, TIFF. If you select a JPEG type, the scroll bar becomes active so that you can select a level of compression. If you select a TIFF type, several options become available: • Black and White—Creates a black-and-white TIFF file. • Gray—Creates a grayscale TIFF file. • 256 Colors—Creates a color TIFF file with 256 colors. • Direct Color—Creates a direct color TIFF file. • Compress—Creates an internally-compressed TIFF file.

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Catalog item's type	Available export file type(s)
continued from previous page	
sound	System 7 sound, AIFF sound
QuickTime movie	MooV: Contains only movie header information.
	MooV-Full: Contains both movie header information and data.

4. Select a destination directory and click "Export" to export the file.

Now Scrapbook creates the export file. The catalog is displayed again when the export is complete, and the original item remains unchanged in the Now Scrapbook catalog.

Exporting items as resources

Now Scrapbook allows you to export catalog items as resources. If you're working in software development or multimedia projects, this feature allows you to incorporate graphics or sounds directly into your work.

With an item selected, hold down the Option key and choose "Export..." from the File menu. A dialog box appears in which you can specify details of the new resource. Change the Resource type, ID, Type or Creator as desired.

To save the file into an existing file, click "Add To." To create a new file in which to store the item, click "New."

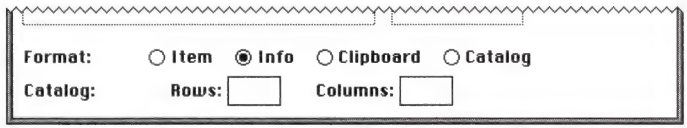
Printing items and catalogs

Use the "Print..." command to print a single item, a single item with accompanying information, the current contents of the Clipboard, or an entire catalog of items.

To print:

1. **With an item selected, choose "Print..." from the File menu or click the "Print" button in the button bar.**

   The Print dialog box appears, with special Now Scrapbook printing options at the bottom.



2. **Set the printing options according to what you want to print.**

Select...	To print...
Item	The currently selected item only.
Info	The currently selected item along with the item name, keywords, and entry date.
Clipboard	The current contents of the Clipboard.
Catalog	Each item in the catalog with a representation of the item, along with its name, keywords, size and entry date. When you select this option, the "Rows" and "Columns" fields become active. You can print one item per page by entering "1" in these fields, or you can print multiple items per page by specifying other values (the printed size of the items will change according to how many you attempt to fit on a page). The amount of space available for each item in the printed catalog is determined by the page size and number of rows and columns specified. If very little space is available for an item, the accompanying comments will not be printed.

3. **Click "Print" to print your selection.**

Now Scrapbook Reference

This section describes Now Scrapbook's menu commands and preferences settings, and details the file formats that Now Scrapbook supports.

Now Scrapbook menu commands

The following tables describe the menu commands available in Now Scrapbook, and include the button equivalent when one exists for a command.

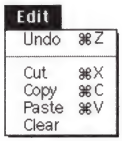
File menu

Choose...	In order to...
New...	Create a new catalog. A dialog box opens, prompting you to name the catalog and select a destination directory. Now Scrapbook automatically saves changes you make to the catalog; there is no "Save" command.
Open...	Open a catalog or convert a Scrapbook file to a catalog. You can open as many catalogs as memory permits.
Close	Close the currently active catalog. Changes are automatically saved when you close the catalog.
Import...	Import items into the currently active catalog.
Export...	Save a copy of the currently selected item in a separate file. You can specify the format for the exported item. You can also export any item as a resource.
Find...	Search for names or keywords.
Find Again	Search for the next occurrence of the search text.
Sort...	Sort the items alphabetically or by date, size, or type.
Empty Trash	Empty the Now Scrapbook Trash.
Preferences...	Change Now Scrapbook settings.

continued on next page

Choose...	In order to...
continued from previous page	
Mail...	Mail the selected item to another user (if you're using PowerTalk and System 7 Pro or 7.5).
Page Setup...	Select standard choices for paper size and printing enhancement. The printing effects available depend upon which printer is selected in the Chooser.
Print...	Print items. You can print a single item, a single item with information, the contents of the Clipboard, or an entire catalog.
Quit	Quit the Now Scrapbook application. Now Scrapbook remembers the catalogs that were open when you quit and automatically reopens them the next time you open Now Scrapbook.

Edit menu



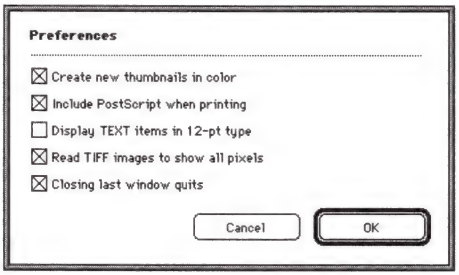
Choose...	To do this...
Undo	Undo the last command or action taken.
Cut	Remove the selected item and place it on the Clipboard.
Copy	Copy the selected item to the Clipboard.
Paste	Copy the item on the Clipboard into the catalog.
Clear	Remove the item currently on the Clipboard.

Windows menu

Choose...	To do this...
Clipboard Editor	Display the Clipboard Editor to select and resize graphics and modify text.
[catalog name]	Bring a Now Scrapbook catalog window to the front. The names of any open catalogs will appear here.

Preferences dialog box

The Preferences dialog box allows you to change Now Scrapbook settings. To open the Preferences dialog box, choose "Preferences..." from the File menu.



Select...	To specify that Now Scrapbook will...
Create new thumbnails in color	Automatically create a new color thumbnail instead of a black-and-white thumbnail when an item is added to the catalog. Select this option if your monitor supports color and you have sufficient hard disk space and RAM available. Only affects thumbnails created after selecting this option.
Include PostScript when printing	Print PostScript items at full resolution. When deselected, low resolution bitmapped items are printed.
Display TEXT items in 12-point type	Display text items in 12-point type. When this option is deselected, text items are displayed in 9 point type. Changing this option takes effect with the next item selected. *This option does not apply to TEXT items that have a "styl" type since "styl" determines the font, style, and size.*
Read TIFF images to show all pixels	Stretch out TIFF images so that all pixels are displayed. For example, if you have a 1" x 2" image at 300 dots-per-inch (dpi), every pixel will be displayed and the image will be 4" x 8" in Now Scrapbook on a Macintosh with 72 dpi resolution. When deselected, TIFF images are read using the specified resolution. If you have a 1" x 2" image at 300 dpi, it will be displayed at 1" x 2" in Now Scrapbook on a Macintosh with 72 dpi resolution. Roughly every fourth pixel will be displayed.
Closing last window quits	Quit when you close the last open window.

File formats supported by Now Scrapbook

Now Scrapbook lets you place a variety of items created in different software applications into a catalog. Whenever possible, Now Scrapbook retains the item's original file format, but in some cases the format must be converted. Once you've imported an item into a catalog, you can see its file type by switching to the Detail View.

This section discusses the commonly-used file formats supported by Now Scrapbook and how Now Scrapbook handles these formats.

File format	Description
TEXT	Text file created by a word processor. Now Scrapbook stores the characters as a TEXT-type resource and displays them in Geneva 9 point or 12 point, depending upon the settings in the Preferences dialog box. Some text files include style attributes, such as font family, size, and style. These attributes are stored as a resource type along with the TEXT type.
PNTG	Paint-type graphic, created with MacPaint or another graphics application supporting this format, that is black-and-white and fixed at a resolution of 72 dots-per-inch (dpi). When an image of this type is imported or copied in through the Clipboard, Now Scrapbook converts it to a PICT.
TIFF	Tagged Image File Format image, created with scanning software or image-editing applications, that is bitmapped and saved with gray scale or color information. The resolution and bit depth of a TIFF file and the amount of memory it uses varies from image to image. Now Scrapbook can import and export compressed, black-and-white, grayscale, indexed color, and direct color TIFF files created by Macintosh and PC applications. Once imported into Now Scrapbook, TIFF images are converted to PICT and TIFI types. The PICT type stores a screen representation of the image, and the TIFI type records the original image size and resolution. You can specify how Now Scrapbook modifies the resolution of imported TIFF images in the Preferences dialog box.
PICT	Image created with draw-type applications such as MacDraw or SuperPaint that can contain a collection of resolution-independent objects and bitmapped images. PICT images may be black-and-white or color. Now Scrapbook imports PICT and PICT2 images, and exports PICT images.
GIF	Graphics Interchange Format, widely used for cross-platform image exchange on the Internet, CompuServe and other online services. To exchange graphics files with friends or colleagues who use IBM PC-compatibles or Unix workstations, use this format.
JPEG	A compressed image format created by the Joint Photographic Experts Group which significantly reduces the size of documents containing large grayscale and color bit-mapped graphics.

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File format	Description
continued from previous page	
EPS	Encapsulated PostScript is a graphics format that uses the PostScript page description language. In addition to PostScript code, an EPS image includes a PICT screen representation of the image. When you import an EPS file, Now Scrapbook converts it to PICT and TEXT types. The TEXT type contains the PostScript code, and the PICT corresponds to the screen image, if one exists. If the EPS file contains no PICT screen image, Now Scrapbook displays a bounded box with the filename in the center. When you copy the EPS catalog item back to the Clipboard, Now Scrapbook embeds the PostScript code into the PICT file to create a PICT+PS file, which can be pasted into most Macintosh applications. Applications display the PICT file but will use the PostScript code when printing the image. That way you can print high-resolution images from applications that don't directly import EPS files.
Sys. 7 sound	A standard sound format supported by the system software and many applications. Sounds using the System 7 sound file format can be moved into the System file to be used with the Sound control panel and can be played from the desktop by double-clicking them.
AIFF	Audio Interchange File Format is a standard audio file format that is supported by sound applications such as SoundEdit Pro. The file format usually contains only a data fork.
MooV	The QuickTime movie format as defined by Apple. When you import a movie, Now Scrapbook displays a PICT image of the first frame. You must have the QuickTime extension running in order to import, view the first frame of, play, and export movies in Now Scrapbook.

Chapter 8

Now Startup Manager

Now Startup Manager manages the loading of extensions, control panels, Chooser documents, and other files that customize the way your Macintosh works. Now Startup Manager reduces the chance of having difficulties when loading these startup files by letting you manage them—and when you do have a conflict, Now Startup Manager can help you resolve it, through its powerful Conflict Isolation feature.

Important: *If you've turned to this chapter because you're trying to resolve a software conflict, go to the "Resolving software conflicts" section listed below—it will walk you through the process of letting Now Startup Manager find the problem. If you've just restarted after installing Now Utilities and Now Startup Manager has appeared, go to "Controlling startup files during the startup process."*

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Now Startup Manager Concepts

Now Startup Manager lets you control all items that load into memory when you start up your Macintosh. While these items fall into many different categories, this chapter refers to them collectively as *startup files*.

Types of startup files

The table below explains the different types of startup files.

The startup file type...	Is a...
extension	Mini-program, stored in the Extensions folder, that adds functionality to the system software or changes the way the system software operates. (Extensions were previously known as INITs or startup documents under System 6 and earlier.) The File Sharing Extension is an example of an extension included with the Macintosh system software. Extensions usually have no user-selectable settings.
control panel	Stand-alone program, stored in the Control Panels folder, that provides access to system software functions, hardware devices, or utility programs. (Control panels were previously known as cdevs under System 6 and earlier.) The Memory, Sound, and Now Menus control panels are a few examples. Some control panels, including Now Startup Manager and Now Save, contain INIT resources and must be loaded into memory at startup in order to work properly. Other control panels, like Monitors and General Controls, don't contain INIT resources and are not loaded at startup.
component/shared library*	Software component that is similar to an extension except that it provides information and "services" to other software components.
Chooser extension	Resource that controls or simulates a remote device. For example, the LaserWriter Chooser extension lets you select a remote printer. (Chooser extensions are sometimes referred to as RDEVs, PRESs, and PRERs.)
Startup Item	Document or application that is opened automatically when your Macintosh starts up. Startup Items or their aliases are stored in the Startup Items folder in the System Folder.
Font*	Typeface that is stored in the Fonts folder under System 7.1 or later (Now Startup Manager can't control your fonts if you're running System 7.0 or 7.0.1). If you have many fonts installed, they can significantly decrease the amount of memory available for running applications. Now Startup Manager lets you control which fonts load at startup so that you can better manage your memory.

** You must change the default preferences settings in order to view and control this type of startup file.*

The startup process

Each time your Macintosh starts up, the system software searches for startup files in three places: the Extensions folder, Control Panels folder, and the System Folder (the Fonts folder too, if you've set Now Startup Manager to control your fonts). The startup files are loaded into memory in alphabetical order (or any custom order you've set up), and an icon for each one appears at the bottom of your screen as it loads. Once the startup process is complete, the desktop appears with the Finder menu bar at the top.

Folders created by Now Startup Manager

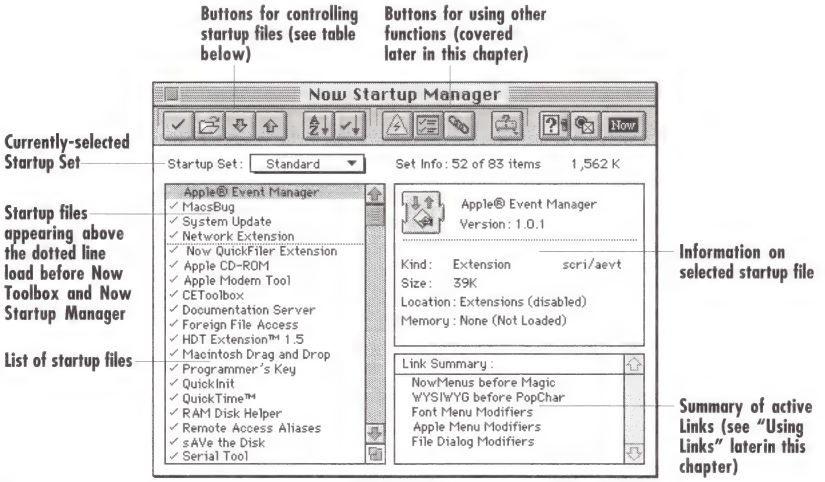
When you use Now Startup Manager, it creates four new folders in the System Folder of your startup disk: "Control Panels (disabled)," "Extensions (disabled)," "Startup Items (disabled)," and "System Extensions (disabled)"—System Extensions are a rare type of extension that is stored in the System Folder, not inside the Extensions folder. When you turn off a startup file to prevent it from loading, Now Startup Manager moves it into the appropriate "(disabled)" folder. If you turn that startup file back on at a later time, Now Startup Manager moves it back into the appropriate Extensions, Control Panels, or Startup Items folder. Your startup files themselves are not modified in any way during this process.

If you set Now Startup Manager to control your fonts, it creates a "Fonts (disabled)" folder as well.

When you install a new startup file and Now Startup Manager finds a duplicate of it already installed in a different location within the System Folder, it creates a new folder named "Duplicate Items" in the System Folder and places the older duplicate startup file in it.

Controlling startup files from the control panel

When you open the Now Startup Manager control panel, it displays a list of all of your startup files. This list includes, in order, all extensions in the Extensions folder, all control panels in the Control Panels folder and any startup files in the System Folder. A list of startup items in the Startup Items folder appears below a separator line (if you have set Now Startup Manager to display fonts, they appear below the Startup Items). Each of these groups is alphabetically sorted. The first time you open the control panel after a new installation, Now Startup Manager turns on all of the startup files it finds.



The table below lists the various ways that you can manage the startup files listed in the control panel.

In order to...	Do this...
Select an item in the list	Click the item's name; type the first letter of the item's name (type a space or "a" to go the top of the list, and type a "~" or "z" to go to the bottom); or press the Up and Down arrow keys.
Turn an item on or off	Click to the left of the item's name to make the checkmark appear or disappear; select it and click the "Turn Selected Item On/Off" button; or select it and press the Right (On) or Left (Off) arrow key.
Open a control panel or Startup Item	Double-click the item; or select it and click the "Open Selected Item" button.
Move an item in the loading order	Drag the item to the desired location in the order; or select it and click the "Move Item Down" or "Move Item Up" buttons.

continued on next page

In order to...	Do this...
continued from previous page	
Sort items alphabetically	Click the "Sort Alphabetically" button—custom loading orders that you previously set by dragging will be lost.
Sort items by their active/inactive status	Click the "Sort by Active/Inactive" button—custom loading orders that you previously set by dragging will be preserved.

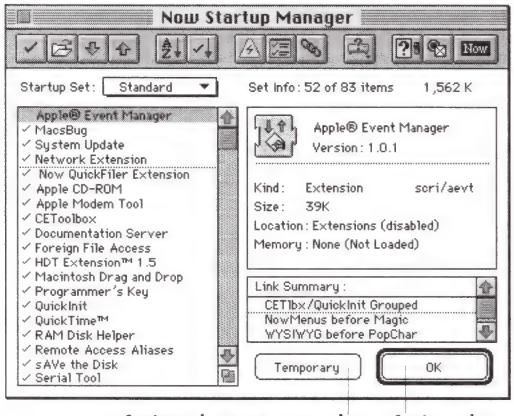
Controlling startup files during the startup process

In addition to opening the Now Startup Manager control panel after your Macintosh has started up, you can also manage your startup files during the startup process—before your startup files actually load into memory.

To control startup files during the startup process:

1. **Turn on or restart your Macintosh.**
2. **When the "Welcome to Macintosh" message appears, hold down the spacebar.**

   Continue holding down the spacebar until the Now Startup Manager startup dialog box appears; it is nearly identical to the control panel.



Continues the startup process, but any changes you make here are temporary only—Now Startup Manager reverts to the previous settings the next time you restart

Continues the startup process and makes your changes permanent

3. **Make any desired changes to your startup files.**

   You can turn items on or off, change their loading order and sort the startup files, as described in the previous section.

   You can also change Startup Sets here—see "Using Startup Sets" later in this chapter for more information.

4. **Once you've finished making changes to your startup files, click "Temporary" or "OK," depending on the desired result.**

   Clicking "Temporary" continues the startup process, but the changes you made (including choosing a different Startup Set) apply to this startup only—on the next startup, Now Startup Manager will revert to the settings that were in effect before you made your changes.

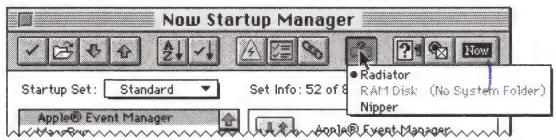
   Clicking "OK" continues the startup process, and Now Startup Manager saves your changes so that they will apply to subsequent startups.

   If you changed the On/Off status of an item that loads before Now Toolbox (above the dotted line), Now Startup Manager will restart at this point to make the change effective.

Switching the startup disk

The Now Startup Manager control panel lets you specify which volume you want used as the startup disk the next time you restart or turn on your Macintosh, without having to use the Startup Disk control panel separately. You can even switch the startup disk during the startup process.

To switch the startup disk, just choose the desired disk from the "Choose Startup Disk" pop-up menu in the button bar. Only mounted volumes containing a System Folder appear in this pop-up menu; network volumes and floppy disks do not appear.



Partition names on a partitioned hard disk that contains multiple System Folders may appear as mounted volumes on the Startup Disk pop-up menu. While you can select any partition name as the startup disk, Now Startup Manager cannot control which partition is actually used as the startup volume; the Macintosh will always start up from the first partition it locates regardless of which partition name you select. Use the partitioning utility that came with the formatting software to make a different partition the startup volume.

The disk you choose becomes the active startup disk; the next time you start up, the Macintosh will start up from that disk until you choose a new startup disk in Now Startup Manager or the Startup Disk control panel.

You can also switch the startup disk in the Now Startup Manager startup dialog box when you call it up during startup. When you switch to a different startup disk in this situation, the Macintosh will restart when you click "OK," and the startup files on the new startup disk will load into memory.

As long as Now Menus is running, you can also switch the startup disk by choosing the desired disk from the submenu attached to the Startup Disk control panel (usually found in the submenu attached to "Control Panels" on the Apple menu).

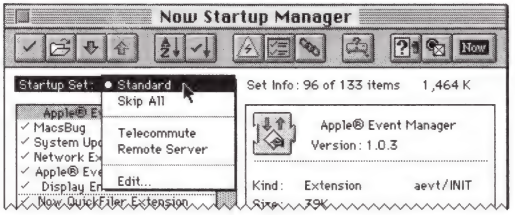
Using Startup Sets

Now Startup Manager lets you create multiple Sets of startup files and switch between them during or after startup. This allows you to load different groups of startup files depending upon the type of work you intend to do, which can result in more available memory and can also avoid some software conflicts. Each Startup Set contains a list of items to be loaded the next time you start up, and each Set can provide for a different loading order as well.

For example, in addition to the default "Standard" Set that will probably contain the group of startup files that you load most often, you can have a "Minimum" Set to load the most essential startup files but no others, and a "Dial-Up" Set that includes the startup files necessary for connecting to remote services.

Switching Startup Sets

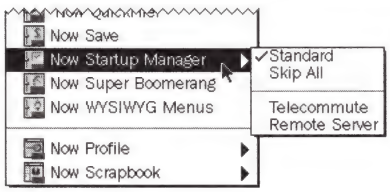
The "Startup Set" pop-up menu above the list of startup files in the Now Startup Manager control panel lets you switch Startup Sets easily. By default, the menu contains the "Standard" and the "Skip All" Sets—any additional Sets you create will appear here as well.



To switch to a different Startup Set than the currently-active one, just choose the desired Set from the pop-up menu. Notice that when you choose a new Set, the list of startup files changes to reflect any change in the on/off status and/or loading order of startup files.

You can switch Startup Sets either in the control panel after startup (to take effect on the next restart), or in the Now Startup Manager startup dialog box when you call it up during startup (to take effect as soon as you click "OK" or "Temporary"). Additionally, you can switch the Startup Set during startup by holding down the Hot Key you've assigned to the Set you want to activate; this switches Sets without opening the dialog box. See the next section, "Creating and modifying Startup Sets," for more information.

To switch Startup Sets quickly, highlight Now Startup Manager in the Control Panels submenu on the Apple menu, or in any other menu where Now Startup Manager appears—a submenu of your Startup Sets is attached to Now Startup Manager, and you can simply choose the desired Set. This submenu is available as long as Now Menus is also running.



To restart and activate the new Set right away, hold down the Command and Control keys while choosing the Set—the Macintosh will begin restarting immediately.

When you switch Startup Sets, the Set you choose becomes the active Startup Set and its startup files are loaded in the specified order on subsequent restarts until you switch Sets again. The only exception is when you switch Sets in the Now Startup Manager startup dialog box during startup and then click "Temporary"—when you do this, the Set you choose is active for the current startup only and the one that was previously active will be active again at the next restart.

Creating and modifying Startup Sets

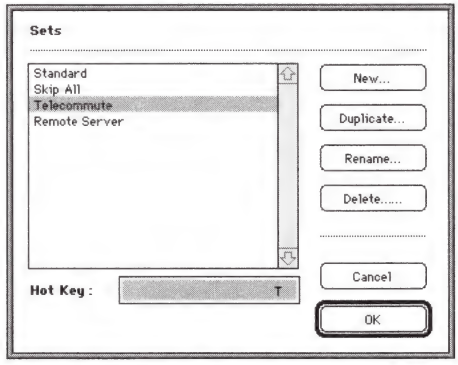
Now Startup Manager makes it simple to create and modify Startup Sets. If you have a Startup Set that you want to duplicate except for a few changes, you can easily duplicate it and then make the changes.

You can't delete or rename the "Standard" or the "Skip All" Startup Sets.

To create or modify Startup Sets:

1. In the Now Startup Manager control panel, click the "Create/Modify Startup Sets" button, or choose "Edit..." from the "Startup Set:" pop-up menu.

The Startup Sets dialog box opens.



2. Click the button for the function you want to perform.

Some functions require that you select a Set name—make sure you've selected the Set that you want to modify.

Click...	In order to...
New	Create a new Set and give it a name.
Duplicate	Create a copy of the currently-selected Set and give it a new name.
Rename	Give the currently-selected Set a new name.
Delete	Delete the currently-selected Set.

3. If you wish, type a Hot Key for the currently-selected Set in the "Hot Key" field.

The Hot Key can be a single letter or number, or a combination of modifier keys and a letter or number.

When you assign a Hot Key to a Startup Set, you can make that Set active during the startup process just by holding down the specified key or key combination. To use a Startup Set Hot Key, press the key or key combination as soon as you see the "Welcome to Macintosh" greeting during startup, and let go of it once the Now Startup Manager icon has appeared on your screen.

The default Hot Key for the "Standard" Set is "S"; the default Hot Key for the "Skip All" Set is "N."

4. Click "OK."

You're returned to the Now Startup Manager control panel.

Any new Startup Sets you created now appear in the "Startup Set" pop-up menu, and the Set that was last selected in the dialog box is now selected in the menu.

You can modify the startup files in the currently-selected Set as described earlier.

You can also create and modify Startup Sets in the Now Startup Manager startup dialog box when you call it up during startup.

Resolving software conflicts

Now Startup Manager's automatic Conflict Isolation feature makes it easy for you to find the cause of a crash at startup or a software problem that occurs after startup.

Background on conflicts

Depending on the version of your installed system software, any updates that are also installed, the startup files that you normally run, the general condition of your hard disk, and many other factors, you may experience conflicts very rarely or you may be inconvenienced by them several times a day. Most software conflicts occur in the form of a crash during startup—you restart or start up your Macintosh and at some point during the process it restarts spontaneously, or simply "locks up." This usually happens as a result of a conflict between two or more startup files, or between one startup file and your system software. Now Startup Manager makes it easy to troubleshoot and resolve this kind of situation.

Software conflicts can also occur after your Macintosh has started up and you're busy working in an application—a problem occurs and interrupts your work. Now Startup Manager can help with these problems as well.

The Conflict Isolation process

For some time, Macintosh experts have agreed that there is one sure approach to resolving startup conflicts:

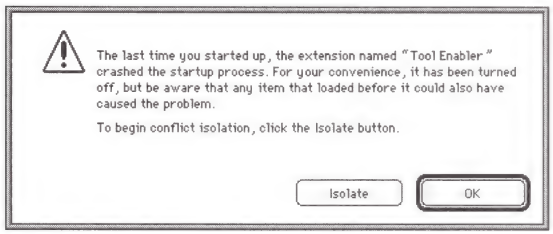
- Turn off all startup files and restart; see if the problem still occurs. If it doesn't, the problem lies in a startup file. (If it does, the problem may be in the system software.)
- Turn on half of the normally-active startup files and restart; see if the problem still occurs. If it does, the problem is in this group of startup files. (If it doesn't, the problem lies in the other half of the startup files and they should be turned on instead.)
- Turn on half of the previous group and restart; see if the problem still occurs.
- Proceed in this way until you've narrowed the problem down to one or two startup files that are involved.

This is indeed the best way to resolve conflicts, but it can be very time-consuming and potentially confusing, since you have to keep track of which items you turned off and when the problem did and didn't occur. Also, even when you determine where the problem lies, you still have to figure out what to do to prevent it from happening.

Now Startup Manager makes this process easy, because it automates the time-tested method of resolving startup conflicts—it does all of the work *for* you, and simply asks you with each restart whether or not the problem still occurs. After a few restarts, Now Startup Manager tells you which startup files are involved in the problem. At the same time, it offers simple, one-button options for resolving the conflict that will almost always get you back up and running quickly.

Handling crashes at startup

When you have a crash at startup, your Macintosh either restarts spontaneously or you're forced to restart the machine yourself. When Now Startup Manager loads into memory, it opens a dialog box informing you that a crash occurred during the last startup and giving you the name of the startup file that was loading when the crash occurred.


The last time you started up, the extension named "Tool Enabler" crashed the startup process. For your convenience, it has been turned off, but be aware that any item that loaded before it could also have caused the problem.
To begin conflict isolation, click the Isolate button.
Isolate
OK

Now Startup Manager turns off the crashing startup file automatically, but you have the option of turning it back on or starting the Conflict Isolation process to determine the exact cause of the crash. For information on how to proceed with Conflict Isolation, see the Tutorial in the next section.

Conflict Isolation Tutorial

Because the Conflict Isolation process will vary according to your system and the software you have installed, it's not practical to cover here every situation you might encounter. However, using a custom extension placed on your hard disk by the Now Utilities Installer, we can provide a representative Conflict Isolation process in this Tutorial.

In the "Now Utilities" folder on your hard disk is the KeyCrasher extension, which simulates a crash when you press a key in the Finder after starting up.

Warning: *This extension* will *crash your Macintosh (though in a completely harmless way). Don't install it unless you want to learn how automatic conflict isolation works.*

To install the KeyCrasher extension:

1. **Drag the extension to the icon of your System Folder.**

   A dialog box appears, indicating that KeyCrasher needs to go in the Extensions folder.

2. **Click "OK."**

   The KeyCrasher extension is moved into the Extensions folder.

You're now ready to begin the Conflict Isolation Tutorial. Follow the instructions carefully to be sure that you get an accurate view of how this process works. Before beginning, open the Now Startup Manager control panel and verify that KeyCrasher is turned on to load during the next startup.

The number of cycles necessary to complete the Conflict Isolation process will depend on the number of startup files that are active. For this reason, you may want to open Now Startup Manager before beginning and create a Startup Set of just a few startup files specifically for use in this Tutorial.

To begin the Tutorial:

1. **Restart your Macintosh.**

   Your computer starts up normally, loading the startup files in the Startup Set that was last selected in the control panel (including the KeyCrasher extension).

2. **When your Macintosh has finished starting up and the Finder desktop appears, press any key.**

   A dialog box appears, indicating that a crash occurred. A "Restart" button is available in the lower right corner.

   If you're running MacsBug on your system, you instead see the MacsBug screen with a message reporting a "user break" and instructing you to type "rs" and press Return. In this case, substitute this action for step 3.

3. **Click "Restart."**

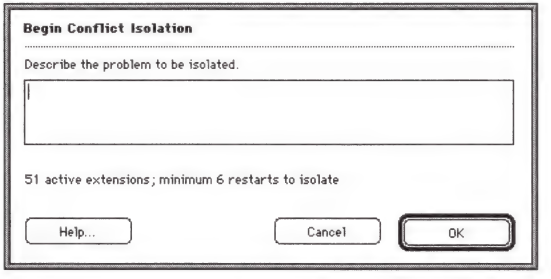
   Your Macintosh restarts.

4. **Hold down the spacebar during the startup process until the Now Startup Manager startup dialog box opens.**

To begin Conflict Isolation:

1. **Click the Conflict Isolation button.**

   A dialog box opens, asking you to type in a description of the problem. This description will appear in the log that Now Startup Manager creates when Conflict Isolation is complete.



   Notice that the dialog box also indicates the minimum number of restarts that will be required to identify the problem.

2. **Type in the description and click "OK."**

   A dialog box appears to inform you that you can turn on any extensions that are "essential" to the use of your Macintosh.

3. **Click "OK."**

   You're returned to the Now Startup Manager startup dialog box. Notice that all of your startup files are turned off and that "Conflict Test" appears in the "Startup Set" pop-up menu.

4. **Click to the left of any essential extensions to turn them on for conflict isolation.**

   Don't turn on the KeyCrasher extension.

   Turn on any extensions that you feel must be turned on in order for you to use your Macintosh (software for a trackball, for example) or that are essential to the manifestation of the conflict (for example, you won't be able to test a problem that occurs with remote volumes unless AppleShare is loaded at startup). A bullet (•) appears to the left of any extensions you turn on now, to differentiate them from items that are turned on automatically during Conflict Isolation.

5. **Click "OK" in the lower right of the dialog box.**

   Your Macintosh starts up with minimal startup files turned on.

6. **When your Macintosh has finished starting up and the Finder desktop appears, press any key to test whether the problem is still occurring.**

   No crash occurs, because KeyCrasher was not loaded at startup.

To start the next cycle of Conflict Isolation:

1. **Restart your Macintosh.**

   As soon as the Now Startup Manager startup dialog box opens, another dialog box opens over it, prompting you to indicate the results of the last Conflict Isolation test.

Click...	To indicate that...
Passed	The problem didn't occur during the last test.
Failed	The problem did occur during the last test.
Retry	You're not sure whether or not the problem occurred and want to test again under the same settings—Now Startup Manager will restart with the same group of startup files as last time.
Stop Test	You want to stop the Conflict Isolation process.

2. **Click "Passed" (because no crash occurred when you pressed a key).**

   Now Startup Manager now turns on half of the startup files in the last-selected Startup Set and continues the startup process.

   When in Conflict Isolation mode, Now Startup Manager marks active files with a diamond symbol (◊) to indicate that they're only temporarily active.

3. **When your Macintosh has finished starting up and the Finder desktop appears, press any key to test whether the problem is still occurring.**

   Depending on whether or not Now Startup Manager turned on KeyCrasher in this Conflict Isolation group, the Macintosh may or may not crash.

To start subsequent cycles of Conflict Isolation:

1. **Restart your Macintosh (or click "Restart" in the dialog box that appears when you crash).**

   Now Startup Manager again opens a dialog box asking you if the last test passed or failed.

2. **Click the appropriate button to indicate the results of the last test.**

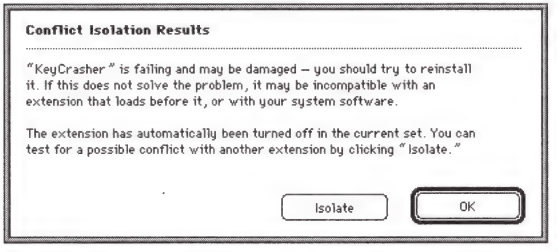
   Depending on which button you click, Now Startup Manager now either turns on the other half of the startup files, or turns *off* half of the last group, and continues the startup process.

3. **When your Macintosh has finished starting up and the Finder desktop appears, press any key to test whether the problem is still occurring.**

   Depending on whether or not Now Startup Manager turned on KeyCrasher in this Conflict Isolation group, the Macintosh may or may not crash.

4. **Continue repeating steps 1 through 3 until Now Startup Manager identifies the problem startup file for you and offers to turn it off.**

   The number of cycles necessary to resolve the problem will depend on the number of startup files that are active in the last-selected Startup Set, but when Now Startup Manager has run enough cycles, a Conflict Isolation Results dialog box will appear.


Conflict Isolation Results
"KeyCrasher" is failing and may be damaged – you should try to reinstall it. If this does not solve the problem, it may be incompatible with an extension that loads before it, or with your system software.
The extension has automatically been turned off in the current set. You can test for a possible conflict with another extension by clicking "Isolate."
Isolate
OK

   This Results dialog box indicates a one-way conflict—only one startup file is identified as causing the problem (see the next section for information on conflicts involving multiple startup files). Because you know that KeyCrasher is simply incompatible with your system software, the solution in this case is just to leave it turned off—no reinstalling is necessary.

5. **Click "OK."**

   A dialog box opens, informing you that Now Startup Manager has created a log of the Conflict Isolation process and asking if you want to save it to the main window of your startup disk. (This file will open in Now Profile if you double-click it, or it can also be opened by any word processor.)

Now Startup Manager has created a log of the Conflict Isolation process. Would you like to save this log to the main window of your startup disk?
Cancel
Save

6. **Click "OK."**

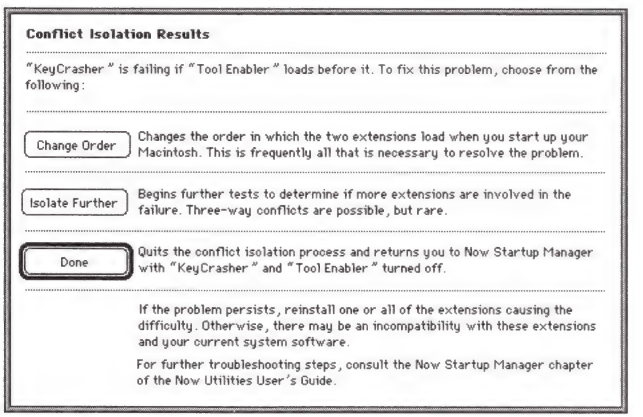
   The file is saved, and you're returned to the Now Startup Manager startup dialog box.

7. **Click "OK" to continue the startup process without KeyCrasher turned on.**

   If you created a special Startup Set for the Tutorial, you should switch back to your normal Set before clicking "OK."

Two-way startup conflicts

The KeyCrasher Tutorial demonstrates a situation in which a single startup file is the problem. You may encounter situations in which two extensions are responsible for a startup conflict. Now Startup Manager can identify a two-way conflict and offer you options for resolving it. In such a case, this dialog box appears:


Conflict Isolation Results
"KeyCrasher" is failing if "Tool Enabler" loads before it. To fix this problem, choose from the following:
Change Order
Changes the order in which the two extensions load when you start up your Macintosh. This is frequently all that is necessary to resolve the problem.
Isolate Further
Begins further tests to determine if more extensions are involved in the failure. Three-way conflicts are possible, but rare.
Done
Quits the conflict isolation process and returns you to Now Startup Manager with "KeyCrasher" and "Tool Enabler" turned off.
If the problem persists, reinstall one or all of the extensions causing the difficulty. Otherwise, there may be an incompatibility with these extensions and your current system software.
For further troubleshooting steps, consult the Now Startup Manager chapter of the Now Utilities User's Guide.

This table explains how to use the buttons in the dialog box.

Click...	In order to...
Change Order	Have Now Startup Manager change the loading order of the two extensions relative to each other—the one that currently loads before the other will now load *after* it.
Isolate Further	Continue Conflict Isolation to check for the rare situation of three extensions conflicting with each other.
Done	Stop Conflict Isolation and load your regular startup files again. The two problem extensions are turned off, and you may want to reinstall them to see if that will resolve the problem. If they're not essential to the use of your Macintosh, however, you may prefer to simply remove them from your system.

Software conflicts in applications

In addition to software conflicts that occur during startup or shortly afterwards, it's possible to have problems when you're running applications. You can use Now Startup Manager to resolve these as well; it just involves determining exactly what it is that you have to do in the application to get the problem to occur, then running the same application and performing the same action for every Conflict Isolation cycle until Now Startup Manager determines which startup file is causing the problem. Once you have this information, you can remove the startup file, or possible create a Startup Set that excludes it so that you can use that Set when you plan to use the application in which the problem occurs.

Intermittent software conflicts

At times you may encounter a crash or other problem that doesn't occur dependably or repeatably. Now Startup Manager can help you resolve this kind of conflict, too—it just may take a while. With an intermittent problem, just because one Conflict Isolation cycle passes with no problem doesn't mean that repeating the same cycle wouldn't cause the problem to occur. The best approach here is to repeat cycles with the same startup files several times. You can do this by clicking "Retry" in the dialog box that appears when you restart. Continue with the same set of startup files for as long as it takes for you to be sure that the problem definitely isn't occurring. Then click "Passed" in the Now Startup Manager dialog box the next time you restart, and continue testing. It takes a little patience, but Now Startup Manager can help you solve even an intermittent software conflict.

Using the Conflict Isolation results

When Now Startup Manager informs you that a single startup file is causing your problem, or when you have a multiple-extension conflict and reordering the items hasn't solved the problem, you have a few options:

- Simply remove the startup file that's causing your problem, if it isn't essential to your use of the Macintosh.
- Delete any preferences files that are used by the startup file and restart.
- Contact the publisher to find out if there is a newer version of the file that might resolve the problem.
- Try moving the file to a different position in the startup order (first, last or another position), restarting, and seeing if it resolves the problem; or, when you have a two-way conflict and automatic reordering hasn't helped, you can try placing one or both of the items at the very beginning or end of the startup process—this can occasionally help.
- In rare situations, you may discover that a particular extension needs to load before any others at startup (including Now Toolbox and Now Startup Manager) in order to function properly. To cause an extension to load before Now Toolbox and Now Startup Manager, place two spaces before its name if its name precedes Now Toolbox alphabetically, or three spaces if its name follows Now Toolbox alphabetically (Now Toolbox has two spaces at the beginning of its name). Also, make sure that the item is located in the Extensions folder; if it's in the Control Panels folder, move it to the Extensions folder and place an alias of it in the Control Panels folder.
- In a two-way conflict in which reordering hasn't helped, you may want to consider whether both files must always be running. If it's possible for you to let one load at startup and leave the other turned off, you may want to create two different Startup Sets—in one Set, startup file A is turned on and B turned off, and vice versa in the other Set.

If you're successful in solving the problem by changing loading order or turning off other startup files, it may be helpful to use Now Startup Manager's Links function to enforce these relationships. See the next section for information on using Links.

Using Links

Links help you avoid recurring startup problems by setting up relationships between startup files that let Now Startup Manager control them automatically. You can set up Links to:

- Specify loading orders for two or more startup files that can't be overridden by dragging in or sorting the startup file list
- Prevent incompatible startup files from loading together
- Make sure that startup files that are dependent upon one another will be turned on together
- Turn on an entire group of startup files if any one member of the group is turned on
- Turn off an entire group of startup files if any one member of the group is turned off.

By default, Now Startup Manager contains a few pre-configured Links to handle incompatibilities or loading order preferences that Now Software already knows about. You may want to open the Links dialog box and review these pre-configured Links before you create your own. Links apply to all Startup Sets.

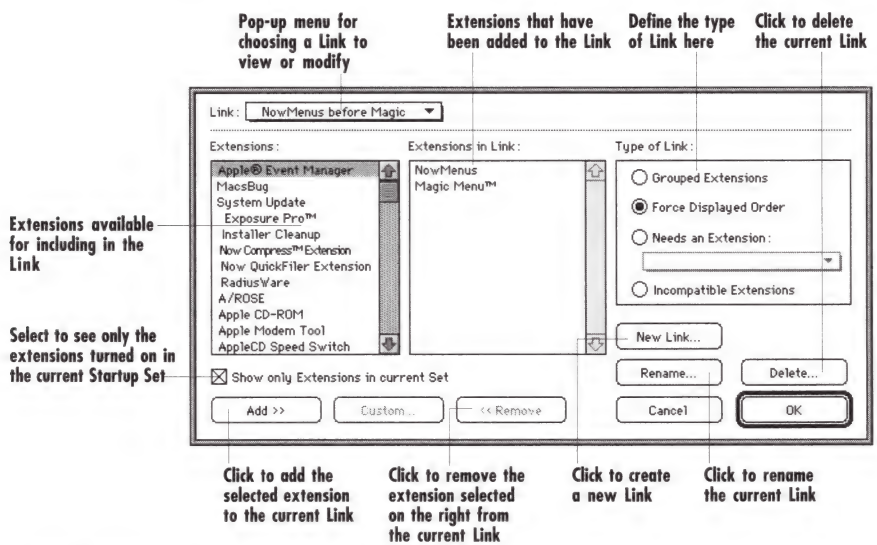
Creating Links

Create a Link when you've discovered a startup conflict or other situation that requires you to set up a specific relationship between two or more startup files.

To create a Link:

1. In the Now Startup Manager control panel, click the "Create/Modify Links" button.

The Links dialog box opens.



2. Click "New Link...".

A dialog box opens, prompting you to name the new Link.

3. **Type a name for the Link, then click "OK."**

   You're returned to the Links dialog box, where the Link you just created is selected in the "Link" pop-up menu at the upper left. Note that the "Extensions in Link" area is blank—you need to add the relevant startup files to this Link next.

4. **In the "Extensions" list at left, select the startup files that are involved in this Link.**

   This area lists startup files that have been recently installed on your hard disk, plus a few that Now Startup Manager knows about by default.

   By default, this dialog box is set to show only those startup files contained in the currently-selected Startup Set. If you want to see all of the possible items to add to a Link, deselect the checkbox below the list.

   Hold down the Shift key to select multiple items that are next to each other in the list; hold down the Command key to select items that are not next to each other.

5. **Click "Add" to add the selected items to the "Extensions in Link" list.**

   Once you've added an item to the list, you can remove it if necessary by selecting it and clicking "Remove."

   You can also add individual items by double-clicking them in the "Extensions" list.

6. **When you've added all of the necessary items to the "Extensions in Link " list, choose the "Type of Link" option for this Link.**

Choose...	To specify that...
Grouped Extensions	When any item in the Link is turned on, all items will be turned on and vice versa.
Force Displayed Order	The items in the Link will always load in the order that they appear in the "Extensions in Link" list. Drag the items in this list to set the desired order.
Needs an Extension	The item(s) in the Link cannot be turned on unless the startup file that you specify using the pop-up menu is also turned on. To complete this Link, choose the needed extension from the pop-up menu.
Incompatible Extensions	No more than one of the items in the Link can be turned on at one time; turning on another of the items will turn off the one that was previously turned on.

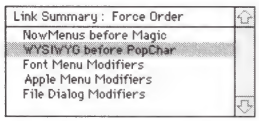
7. **Click "OK."**

   You're returned to the control panel, and your new Link is active.

If you want to create a Link for a startup file that is not currently installed on your hard disk, see "Specifying custom extension names for Links" later in this chapter.

Viewing Links in the control panel

The Now Startup Manager control panel lets you see a summary of each Link that you've set up, and see which startup files are included in each Link. To see a Link summary, just click any Link name in the Link Summary area in the lower right corner of the control panel.



The top line of the Link Summary area shows the Link type defined for the selected Link (Grouped Extensions, Force Displayed Order, Needs an Extension, or Incompatible Extensions), and any startup files included in the Link are selected in the list of startup files at left.

Renaming and deleting Links

You can rename existing Links and also delete them if you decide they're no longer necessary. To perform either of these functions, open the Links dialog box as described above, choose the Link you want to rename or delete from the "Link" pop-up menu, and click the appropriate button.

Clicking "Rename..." opens a dialog box prompting you to type a new name. Type the desired name and click "OK." Then click "OK" in the Links dialog box and you're returned to the control panel.

Clicking "Delete" opens a dialog box prompting you to confirm that you want to delete the Link (unless you've turned off the confirmation option in the Now Startup Manager preferences—see "Now Startup Manager preferences" later in this chapter for more information). Click "OK," then click "OK" again in the Links dialog box and you're returned to the control panel.

Specifying custom extension names for Links

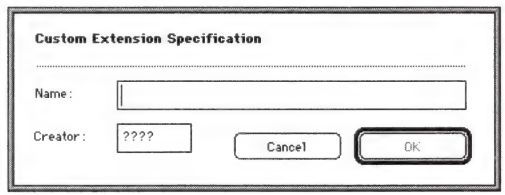
Now Startup Manager lets you establish Links for startup files even if they aren't installed on your hard disk, so that you can anticipate the future installation of certain items and prevent potential problems.

You need to know the startup file's name and four-character creator code in order to add it to a Link. Use the "Edit..." command in Now Super Boomerang, or use ResEdit or a similar utility to determine a file's creator code.

To add a custom extension name to a Link:

1. **Follow steps 1 through 3 in the previous procedure for creating a Link.**
2. **Click "Custom...".**

   A dialog box opens, prompting you to enter a name and creator code.



   If the "Custom..." button is dimmed, you need to deselect the "Show only Extensions in current Set" checkbox to make it available.

3. **Type the startup file's name and creator code in the appropriate fields.**
4. **Click "OK."**

   You're returned to the Links dialog box, where the custom extension name now appears in the "Extensions in Link" list.

5. **Continue configuring the Link as described earlier.**

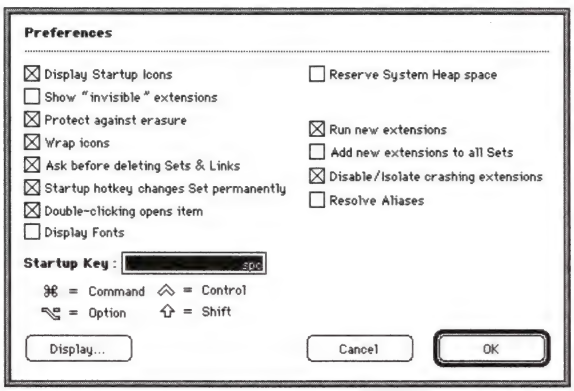
   Now Startup Manager will automatically enforce the Link, should you install the startup file later.

Now Startup Manager preferences

This section provides a general overview of the options available in Now Startup Manager.

Setting your main preferences

To open the Preferences dialog box, open the Now Startup Manager control panel or dialog box, and click the "Preferences" button.



The table below explains the various options available in this dialog box.

This option...	Specifies that...
Display Startup Icons	Icons for active startup files will appear at the bottom of the screen during startup.
Show "Invisible" Extensions	Icons will be displayed during startup for extensions that normally don't display icons, such as AppleShare and File Sharing Extension.
Protect Against Erasure	Icons appearing on the screen during startup will be prevented from "erasing" previous ones.
Wrap Icons	Icons appearing on the screen during startup will "wrap" to a new row on the screen whenever they reach the right-hand edge (so that you can see icons for all of your startup files).
Ask before deleting Sets & Links	Now Startup Manager will prompt you for confirmation whenever you delete a Startup Set or Link.
Startup Hot Key changes Set permanently	Changing to a different Startup Set by holding down its assigned Hot Key during startup makes that Set active permanently, instead of for the current startup only.

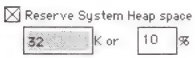
continued on next page

This option...	Specifies that...
continued from previous page	
Double-clicking opens item	Double-clicking a control panel or Startup Item in the Startup File list will open it instead of turning it on or off. (When this option is selected, you can turn an item on or off only by clicking to the left of its name.)
Display Fonts	Fonts will be displayed in the Startup File list so that you can turn them on and off to suit your needs.
Startup Key	The key combination shown will open the Now Startup Manager startup dialog box at startup, before your startup files have loaded. Change the Startup Key by clicking in the field and typing; you can specify a single letter or a combination of modifier keys and a letter.
Reserve System Heap Space	Lets you reserve system heap memory to avoid memory-related problems. See "Reserving system heap space" later in this section for more information.
Run new extensions	Any new startup file copied into the System Folder, Control Panels folder or Extensions folder will be turned on automatically in Now Startup Manager so that it will load into memory the next time you start up.
Add new extensions to all Sets	Any new startup file that you add to your system will be turned on automatically in all Startup Sets, rather than the current one only.
Disable/Isolate crashing extensions	When a system error (crash) occurs during startup, Now Startup Manager will display an error message indicating the name of the startup file that was loading at the time the crash occurred. The named startup file is automatically turned off, and you're given the option of using Conflict Isolation to test and verify the problem. (See "Resolving software conflicts" earlier in this chapter for more information.)
Resolve Aliases	When you put aliases of startup files in the active System Folder, Now Startup Manager will resolve the aliases and load the actual startup files during startup. See "Resolving aliases" later in this chapter for more information.

Reserving system heap space

The system heap is an area of memory used by the system software, startup files and application programs. Normally under System 7, adjusting the system heap is unnecessary because the system software resizes it dynamically and automatically. Under certain conditions, however, adding memory to the system heap may help your system and any startup files that you are using to run more smoothly. At times, the system heap may not be able to meet the memory demands of certain large applications when they are running simultaneously; or you may have trouble because of startup files that become active at some point during a work session and call for more memory. If you find your Macintosh is acting strangely or crashing unpredictably, you may want to reserve additional system heap space.

To do so, select the "Reserve System Heap Space" checkbox in the Preferences dialog box, then type the desired values in the two fields.



Enter the amount of memory you want to set aside for the system heap by typing a fixed number of kilobytes in the "K" field, and a percentage in the "%" field. In general, "32K or 20%" is a good setting to start with. Now Startup Manager will check the total amount of memory needed by the system software and any extensions currently running, and then add either the fixed number of kilobytes or the percentage figure you set, whichever is larger.

For example, if the total memory called for at startup is 2000K, and you have set Now Startup Manager to add 32K or 20%, the amount of memory added will be 400K, or 20% of 2000K. If you occasionally activate different Startup Sets, it is generally a good idea to give preference to the percentage method in this way, so that the added memory is always sufficient but can fluctuate depending on the memory requirements of the current Startup Set.

Resolving aliases

The "Resolve Aliases" checkbox in the Preferences dialog box is extremely useful if you use a RAM Disk to get faster performance on a desktop Macintosh, or to save battery life on a PowerBook. You can substantially reduce the memory required by the RAM Disk by selecting this option. Just duplicate your System Folder, replace the extensions and control panels in the duplicate folder with aliases of those in the original folder (be sure to remove the actual items from the duplicate folder after you've placed the aliases there), and copy the duplicate System Folder containing the aliases to your RAM Disk, replacing the old, larger System Folder. Check the size of the new System Folder on the RAM Disk, and if necessary, open the Memory control panel and adjust the size of the RAM Disk to take advantage of the additional available space (the system software requires that you to remove all files from the RAM Disk before changing its size). Then open the Now Startup Manager control panel, choose the RAM Disk as the startup disk using the "Choose Startup Disk" pop-up menu, and restart. As your Macintosh starts up, Now Startup Manager will read into memory the original startup file referenced by each alias that you put in your RAM Disk's System Folder.

Extension Display Preferences

Now Startup Manager allows you to control which startup files will appear in its list, so that you can choose the types of startup files you want to manage. In addition to setting the types of startup files to display, you can aiso exclude specific startup files from appearing in the list. If you support other Macintosh users who might inadvertently disable extensions that are important to leave turned on at all times, you can use this option to limit the items that they have access to. The security of this feature is reinforced by the ability to set a password for access to these settings.

Setting your Extension Display Preferences

You can gain access to these settings through the Preferences dialog box.

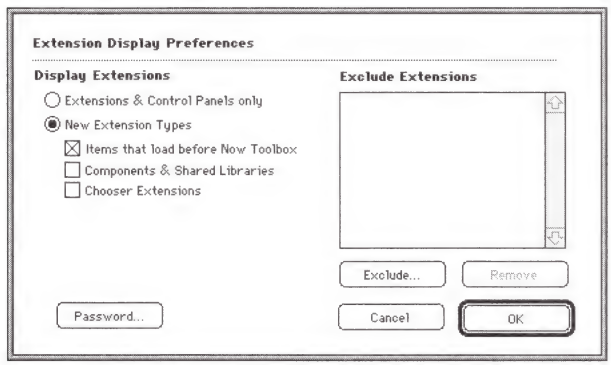
To set your Extension Display Preferences:

1. **Click the "Preferences" button in the Now Startup Manager control panel.**

   The Preferences dialog box appears.

2. **Click the "Display..." button.**

   The Extension Display Preferences dialog box appears.



! *If the Extension Display Preferences are password-protected, you'll need to type the correct password before this dialog box will open. If you don't know the password, see your system administrator, or see "Password-protecting the Extension Display Preferences" later in this chapter for more information.*

3. **Select the option(s) for the types of startup files you want Now Startup Manager to display.**

Select...	To display and control...
Extensions and Control Panels	Standard extensions and control panels only.
Items that load before Now Toolbox*	Any items that load before Now Toolbox, such as MacsBug, System Updates, etc.
Components & Shared Libraries*	Extensions that share information with other components.
Chooser Extensions*	Extensions that control Chooser items such as printer drivers, network servers, etc.

** You must first select "New Extension Types" in order to select this option.*

4. **When you've made your selections, click "OK."**

   You're returned to the Preferences dialog box.

5. **Click "OK."**

   You're returned to the Now Startup Manager control panel. Any changes you made to the types of startup files to be displayed are reflected in the list.

Excluding startup files from display

To exclude a particular startup file from being displayed in Now Startup Manager's list, either to avoid being distracted by it or to prevent a user from turning it off or changing its loading order, use the Exclude option in the Extension Display Preferences dialog box.

To exclude startup files from being displayed:

1. **Click the "Preferences" button in the Now Startup Manager control panel.**

   The Preferences dialog box appears.

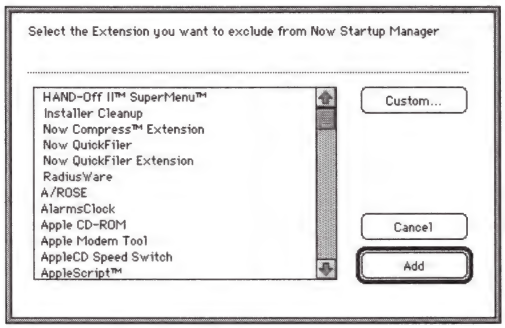
2. **Click the "Display..." button.**

   The Extension Display Preferences dialog box appears (the dialog box is shown in the previous procedure). Notice the "Exclude Extensions" list—it's blank if you haven't previously excluded any startup files.

   As noted earlier, if the Extension Display Preferences are password-protected you will need to type the correct password before this dialog box will open.

3. **Click "Exclude...".**

   A dialog box opens where you can specify the startup file that you want to exclude.



4. **Select the startup file that you want to exclude.**

5. **Click "Add."**

   You're returned to the Extension Display Preferences dialog box, where the startup file you selected now appears in the "Exclude Extensions" list.

6. **Click "OK."**

   You're returned to the Preferences dialog box.

   You can also click "Exclude..." again at this point to add another startup file to the exclusion list.

7. **Click "OK."**

   You're returned to the Now Startup Manager control panel. The item you excluded no longer appears in the list of startup files.

Once you've added a startup file to the exclusion list, you can remove it later by selecting it in the list and clicking "Remove."

Now Startup Manager lets you exclude startup files from its list even if they aren't installed on your hard disk; you need to know a startup file's name and four-character creator code in order to exclude it. To exclude a startup file in this way, click "Custom..." at step 4 above, follow the procedure explained earlier in the "Specifying custom extension names for Links" section, and then return to step 5.

Password-protecting the Extension Display Preferences

If you support a group of Macintosh users and you want to make sure that they can't modify the settings you specify in this area, you should password-protect access to the Extension Display Preferences.

To password-protect the Extension Display Preferences:

1. **Click the "Preferences" button in the Now Startup Manager control panel.**

   The Preferences dialog box appears.

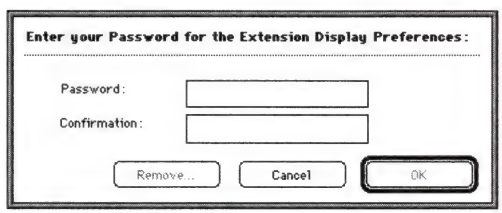
2. **Click the "Display..." button.**

   The Extension Display Preferences dialog box appears.

   If a dialog box appears requesting that you type a password, then the Extension Display Preferences are already password-protected—you will need to type the correct password before the Extension Display Preferences dialog box will open. If you don't know the password, see your system administrator.

3. **Click "Passwords...".**

   A dialog box opens, prompting you to type in a password.



4. **Type the password you want to use into the "Password" field.**
5. **Click in the "Confirmation" field or press Tab to advance the cursor to that field.**
6. **Type the same password again to confirm that you've typed it correctly.**
7. **Click "OK."**

   You're returned to the Extension Display Preferences dialog box.

8. Click "OK."

You're returned to the Preferences dialog box. Clicking "Display" now would cause the password dialog box to appear, requiring you to enter your password before you can see the dialog box.

9. Click "OK."

You're returned to the Now Startup Manager control panel.

If you later decide that it's no longer necessary to password-protect the Extension Display Preferences, you can remove the protection by clicking "Remove" in the Password dialog box. You'll be required to enter your password once more to confirm the removal.

You can set up password-protection once and then get a password-protected Now Startup Manager onto every user's Macintosh. Just set up password protection the way you want it, then place the copy of Now Startup Manager that you modified in the Now Utilities installation folder on your network server (see Chapter 1, "Installing Now Utilities" for more information on installing over a network). When the users you support install from this server, the password-protected Now Startup Manager will be installed on their computers (this method assumes that you've purchased enough copies of the software to distribute it legally in this way).

Chapter 9

Now Super Boomerang

Since the earliest versions of Now Utilities, Now Super Boomerang has proven so useful to hundreds of thousands of Macintosh users that it alone has justified the purchase of Now Utilities for many of them. Once you've been using Now Utilities for a few weeks, you'll also be unable to imagine going back to using your Macintosh without Now Super Boomerang. It keeps track of your most frequently-used files and lets you open them quickly. It also enhances the Open/Save directory dialog box, letting you find, rename, duplicate and delete files directly from the dialog box. Now Super Boomerang will also re-launch the documents you were last using when you launch an application, and can even open all applications and documents you were last using when you restart your Macintosh.

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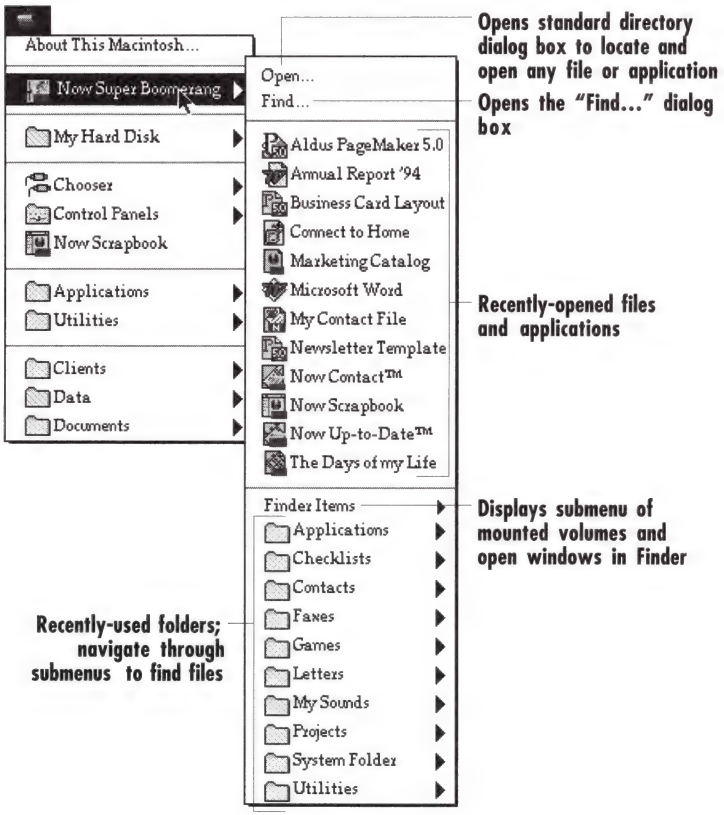
Tracking recent files and folders

Whenever you open a document, application, control panel, Workset, or other item, it is temporarily added to the Now Super Boomerang menu. Now Super Boomerang can keep track of up to 500 items. Once you exceed this limit, Now Super Boomerang adds the most recently opened item and removes the item that has been inactive the longest.

Now Menus also provides menu lists of recently-used items, but in a slightly different way. Now Super Boomerang displays all file types, including applications, documents, control panels, etc., while Now Menus filters recent items based on what kind of Smart Item you've placed in a menu (for example, "Recent Apps" or "Recent Files"). Together, these two components ensure that Now Utilities puts recent files and folders at your fingertips in every situation that you might need them.

Now Super Boomerang menu

Once Now Super Boomerang has loaded at startup, a "Now Super Boomerang" item appears in the Apple menu and provides a submenu listing the files and folders you've recently opened, as well as a powerful Find function and a direct path to any items on your desktop, including open windows.

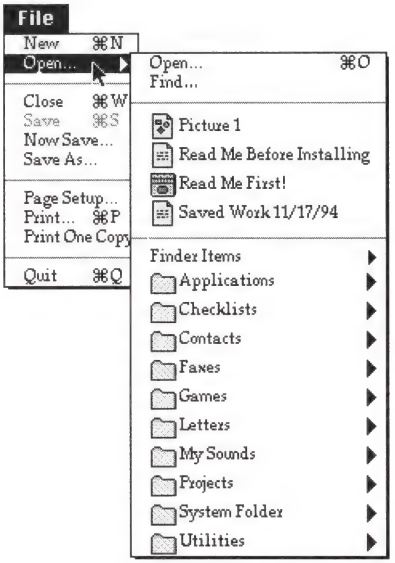


To use the Now Super Boomerang menu, simply highlight "Now Super Boomerang" in the Apple menu and then choose the item or option you want from the hierarchical submenu.

In order to...	Do this...
Open a recent file	Choose the file's name from the menu.
View the contents of a recent folder	Highlight it and navigate through its contents up to five levels deep. Open any document or application listed in a folder submenu by choosing the item's name.
Open a folder window on the desktop	Choose the folder's name from the menu.
View items on the Finder desktop	Highlight "Finder Items" and choose desired items from the attached submenu.
Find a file or folder	Choose "Find...". The Now Super Boomerang Find dialog box appears (see "Finding files and folders" later in this chapter for more information). *Choosing "Now Super Boomerang" from the Apple menu also opens the Find dialog box.*
Open a directory dialog box to locate a file	Choose "Open...". The Now Super Boomerang directory dialog box appears.
Delete a recent file/folder from the menu	Press Delete/Backspace while highlighting the item. A line appears through the item's name, indicating that it will not appear the next time you pull down the menu. (This action does not delete the item from your system.)
Make a recent file/folder permanent	Press the spacebar while highlighting the item. The item's name becomes underlined to indicate its permanent status; it will appear in the menu at all times, even if it hasn't been opened recently.
View a file or folder's pathname	Press the "P" or "W" key while highlighting the item. The pathname appears over the item's name (see "Viewing pathnames for items in menus" in Chapter 3, "Now Menus" for an illustration).

Now Super Boomerang DirectOpen submenu

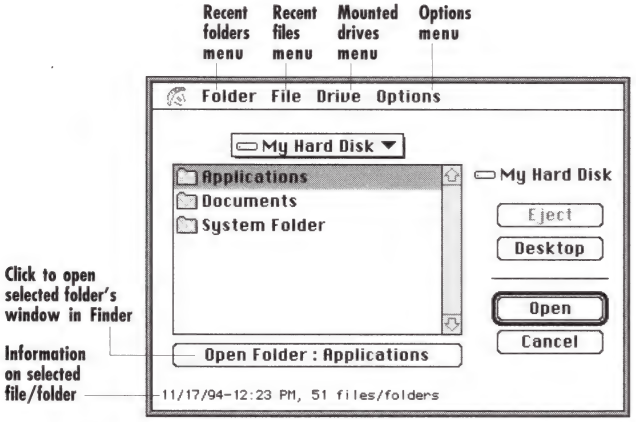
Now Super Boomerang also makes opening recent files and folders from within an application very simple by listing these items on a submenu attached to every application's "Open…" command. This DirectOpen submenu is quite similar to the Now Super Boomerang menu in the Apple menu, but its list is filtered to include only recent files that can be opened by the current application, and the folders containing those files.



The options available from the DirectOpen submenu within an application are the same as from the Now Super Boomerang menu in the Apple menu, except that choosing a folder name will open a directory dialog box listing that folder's contents, instead of opening the folder's window in the Finder. The DirectOpen submenu will also be attached to the "Import…" and "Place…" commands of many applications, or similar commands that typically open a directory dialog box.

Now Super Boomerang directory dialog box

Now Super Boomerang also enhances the directory dialog box that appears when you choose the "Open…" or "Save As…" command (or "Save" for a new, untitled document) in an application. The Now Super Boomerang directory dialog box includes a menu bar with powerful commands that let you manage your files without having to switch out of the current application to the Finder.



When Now Super Boomerang's Rebound feature (see "Now Super Boomerang preferences") is turned on, this dialog box appears with the most recently-used folder open and the most recently-used file selected. (If Rebound is turned off, the folder containing the current application is opened with the top file selected.) Even with Rebound turned on, you can also specify a default folder that will open in this dialog box when a particular application is active.

When you're in the Now Super Boomerang directory dialog box, clicking outside it on the desktop (if the desktop is visible) will cause Now Super Boomerang to switch to the desktop in the directory list. Similarly, clicking on any open Finder window that is visible on the desktop will switch the directory list to the corresponding folder.

This table lists the options available in the enhanced directory dialog box.

In order to…	Do this…
Open a recent folder	Choose it from the Folder menu.
Set a default folder for the current application	Press the "D" key while highlighting the desired folder in the Folder menu. In the future, the contents of this folder will be displayed when you open the directory dialog box to open or save a document.
Open a recent file	Choose it from the File menu.

continued on next page

In order to...	Do this...
continued from previous page	
Delete a recent file/folder from its menu	Press Delete/Backspace while highlighting the item. A line appears through the item's name, indicating that it will not appear the next time you pull down the menu. (This action does not delete the item from your system.)
Make a recent file/folder permanent	Press the spacebar while highlighting the item. The item's name becomes underlined to indicate its permanent status; it will appear in the menu at all times, even if it hasn't been opened recently.
View a file or folder's pathname	Press the "P" or "W" key while highlighting the item. The pathname appears over the item's name (see "Viewing pathnames for items in menus" in Chapter 3, "Now Menus" for an illustration).
Switch the volume displayed	Choose the desired volume from the Drive menu. The available space on the volume is displayed next to its name. Unmounted volumes are dimmed in the Drive menu.
Find a file or folder	Choose "Find..." from the Options menu. The Find dialog box opens. (See "Finding files and folders" later in this chapter.)
Rename, duplicate or delete a file	Display the contents of the folder containing the file(s) you want to modify, and choose "Edit..." from the Options menu; the Edit dialog box opens. (See "Using the 'Edit...' dialog box" later in this chapter.)
Create a new folder	Open the folder/volume where you want to create the folder and choose "New Folder..." from the Options menu. Type a name for the folder and click "OK."
View information about an item	Choose "Show Info" from the Options menu. Information for the selected file or folder (last modified date, size, etc.) appears at the bottom of the dialog box.

The "Always display file/folder information" checkbox in the Preferences dialog box lets you specify that this information will appear at all times. See "Now Super Boomerang preferences" later in this chapter for more information.

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In order to...	Do this...
continued from previous page	
Permanently add a folder to the Folder menu	Select the folder in the directory list (or make no selection within the desired folder) and choose "Add Permanent Folder" from the Options menu; this lets you add a folder to the menu that you haven't used recently.
Permanently add a file to the File menu	Select the file in the directory list and choose "Add Permanent File" from the Options menu.
Remove all folders from the Folder menu	Choose "Clear Folder menu" from the Options menu; all temporary folders in the menu are removed.
Remove all files from the menu	Choose "Clear File menu" from the Options menu; all temporary files in the menu are removed. *You can remove individual folder and file names from the Now Super Boomerang menus by highlighting them and pressing the Backspace/ Delete key.*
View and modify Hot Keys	Choose "Hot Keys..." from the Options menu. See "Using Hot Keys" later in this chapter for more information.
View and modify preferences	Choose "Preferences..." from the Options menu. See "Now Super Boomerang preferences" later in this chapter for more information.

Finding files and folders

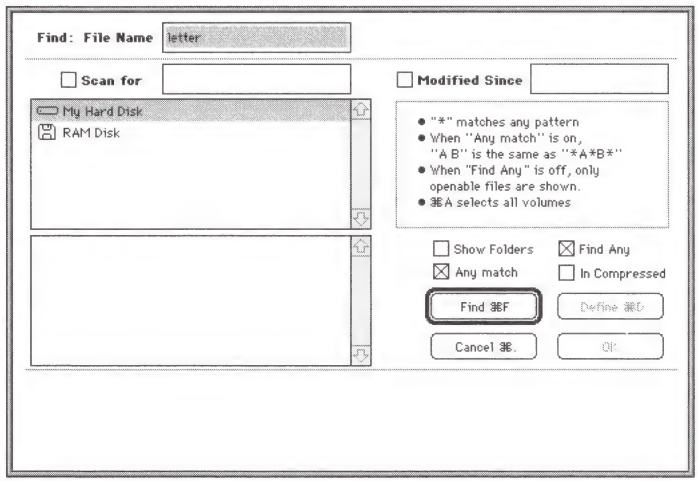
The Now Super Boomerang "Find…" command lets you search quickly for files and folders on your hard disk or any volume. The "Find…" command is available from the Now Super Boomerang menu on the Apple menu, the DirectOpen submenu of any application, or from the Options menu in a directory dialog box.

You can also install the "Find…" command in a Now Menus Custom Menu. See Chapter 3, "Now Menus" for more information.

To find a file or folder:

1. **Choose "Find…" from the Now Super Boomerang menu on the Apple menu (or choose Now Super Boomerang itself), from the DirectOpen submenu in any application, or from the Options menu in a directory dialog box.**

   The Find dialog box opens. Notice that it displays any local or remote volumes you're connected to, plus the most recently-used folder if you're in an application other than the Finder. Also, the search text field contains the text you last searched for, if any.



2. **Select the folder(s) and/or volume(s) where you want to search.**

   Press Command-A to select all of the volumes and folders shown.

3. **Define the search criteria.**

To search for…	Type text in this field…
A file or folder by name	**File Name.** You can type up to 27 characters. Type an asterisk (*) to represent a wildcard character that will match any character (or select the "Any match" checkbox to let spaces function as wildcards). This field is not case-sensitive.

To search for folders, select the "Show folders" checkbox.

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To search for...	Type text in this field...
continued from previous page	
A document containing a specific text string	**Scan for.** Type between 3 and 27 characters; wildcards are not accepted in this field, and the search is not case-sensitive.
A file or folder by modification date	**Modified Since.** Clicking in the text box automatically enters today's date. To specify a different date, type it in MM/DD/YY format.

You can search by any single criterion, or narrow your search by specifying any combination of two or three criteria.

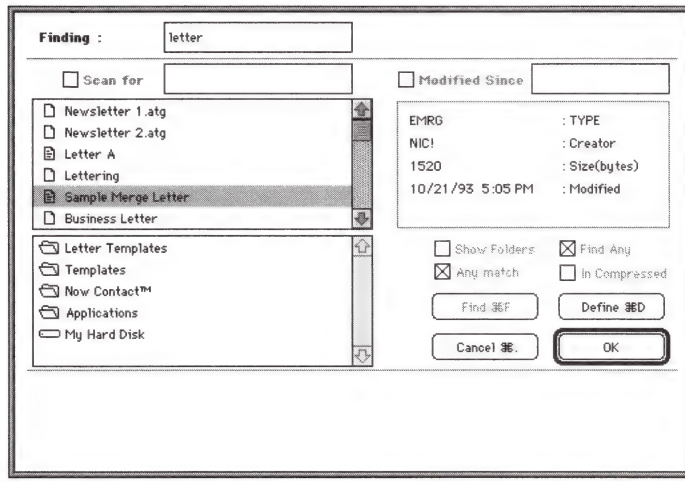
4. Set any additional search options as desired.

Use this option...	To specify that...
Show Folders	Now Super Boomerang will find and list folders matching the search criteria, as well as files.
Any Match	Spaces in the search text will be treated as wildcards.
Find Any	All files matching the search criteria will be listed, whether or not they can be opened by the current application; files that can't be opened by the current application will be dimmed (this doesn't apply when the Finder is the current application).
In Compressed	Now Super Boomerang will search for matching filenames in compressed archives created with Now Compress, Now QuickFiler, StuffIt, Compact Pro and DiskDoubler; and search for text strings within files stored in Now Compress, Now QuickFiler and Compact Pro archives.

5. Click "Find."

A progress bar appears in the upper right corner to indicate the status of the search. As items are found they appear in the Items Found list (the upper scrolling list). To pause the search, click "Pause" or anywhere in the dialog box; to resume the search, click "Find" again.

The "Find" button dims when the search is complete. The directory path for any item selected in the Items Found list will appear in the File path list (the lower scrolling list).



6. Select a file or folder in the Items Found list to display information about it, or display any matching text string found within the file.

Information for the selected file, including type, creator, size and last modified date, is displayed to the right of the Items Found list.

If you specified searching for text within a file, a portion of the file containing the target text string is displayed at the bottom of the dialog box. The numbers to the right of the Text Found box indicate the number of occurrences of the text string in the file (bottom number) and which occurrence is being displayed (top number). Click on the up or down arrow to move through multiple occurrences.

Double-click a file to open it in the current application, or double-click a folder to return to the directory dialog box and view the folder's contents.

7. Click "Define" to start another search or "OK" to close the Find dialog box.

If a file is selected when you click "OK," the file is opened; if a folder is selected, you're returned to the directory dialog box, where the folder's contents are listed.

If you want only to locate the file and not launch it, hold down the Shift key while clicking "OK"—you'll be returned to the directory dialog box, where the file will be highlighted.

If the file wasn't created by the current application but you want to force the application to launch it anyway, hold down the Command key while clicking "OK."

Using the "Edit..." dialog box

You can use Now Super Boomerang's "Edit..." command to rename, duplicate and delete files, tasks that are otherwise possible only in the Finder.

To use the "Edit..." dialog box:

1. **Choose "Open..." from the Now Super Boomerang submenu on the Apple menu, or choose "Open..." from an application's File menu.**

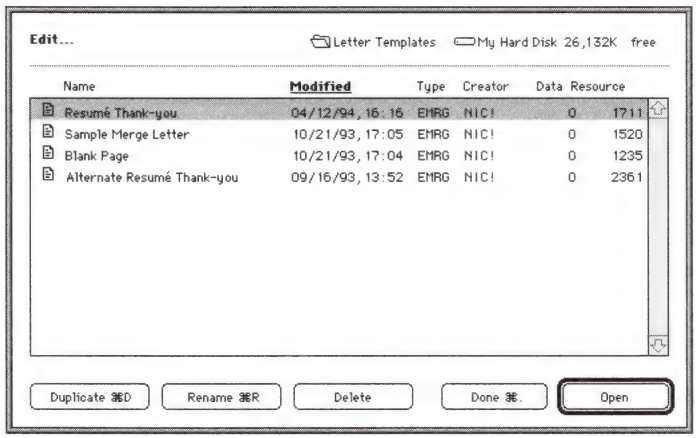
   The enhanced directory dialog box opens.

   You can also open this dialog box, and then the "Edit..." dialog box, by choosing "Save as..." from an application's File menu (or "Save" for a new, untitled document).

2. **Open the folder containing the file(s) you want to modify, so that its contents are listed in the directory window.**

3. **Choose "Edit..." from the Options menu.**

   The Edit dialog box appears, listing the files contained in the folder. A mini-icon appears to the left of each filename and identifies the file type. The top of the dialog box shows the current folder and volume name, as well as the amount of free space on the current volume.



A slash through a mini-icon indicates that the file is currently open or busy and can't be duplicated, renamed, or deleted. A padlock on a mini-icon indicates that the file is locked. Locked files can be duplicated but not renamed or deleted.

Files whose names appear in normal type can be opened by the current application (to open a file, double-click its filename, or select it and click "Open"). Files whose names are dimmed can be modified here but not opened by the current application.

4. **Select the filename that you want to modify.**
5. **Click the desired editing option at the bottom of the dialog box.**

Click...	In order to...
Duplicate	Make a copy of the selected file—type a filename for the duplicate file in the dialog box that appears and then click "OK."
Rename	Give the selected file a new name—type the new name in the dialog box that appears and then click "Rename."
Delete	Remove the selected file from your hard disk—click "OK" in the confirmation dialog box that appears.

6. **Click "Done" when you're finished modifying files.**

   You're returned to the directory dialog box; click "Cancel" to close it.

Using Hot Keys

Now Super Boomerang allows you to assign Hot Keys to menu items in the enhanced directory dialog box (except those in the Drive menu, which change dynamically according to the volumes that are mounted). You can also define Hot Keys for certain special Now Super Boomerang functions.

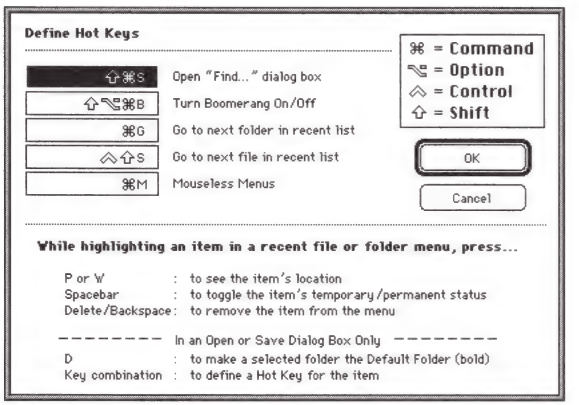
Hot Keys in the directory dialog box

It's easy to assign Hot Keys to items in the directory dialog box menus (recent files or folders, or to commands in the Options menu). Just highlight a menu item and type the desired key combination while holding down the mouse button. The Hot Key must include one or more modifier keys (Command, Option, Shift, or Control) and a character; function keys may be used alone. The Hot Key appears next to the highlighted menu item.

Items on the Options menu already have default Hot Keys; however, you can easily change them by highlighting a menu item and typing the desired Hot Key.

Define Hot Keys dialog box

The Define Hot Keys dialog box lets you set up quick access to some special functions of the software. To open the Hot Keys dialog box, click the Hot Keys button in the Now Super Boomerang control panel (or choose "Hot Keys…" from the Options menu in a directory dialog box).

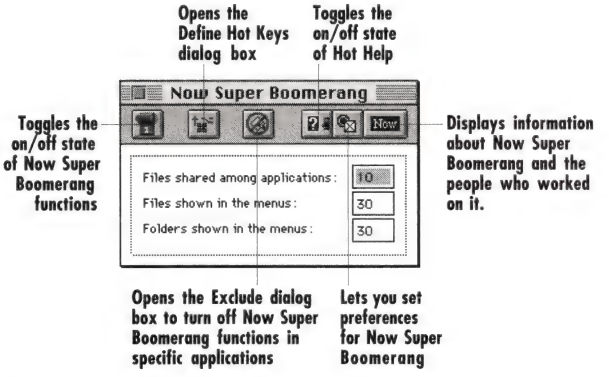

Define Hot Keys
⌘ = Command
⌥ = Option
^ = Control
⇧ = Shift
⇧⌘S Open "Find..." dialog box
⇧⌥⌘B Turn Boomerang On/Off
⌘G Go to next folder in recent list
^⇧S Go to next file in recent list
⌘M Mouseless Menus
OK
Cancel
While highlighting an item in a recent file or folder menu, press...
P or W : to see the item's location
Spacebar : to toggle the item's temporary/permanent status
Delete/Backspace : to remove the item from the menu
In an Open or Save Dialog Box Only
D : to make a selected folder the Default Folder (bold)
Key combination : to define a Hot Key for the item

To change a Hot Key, select the box next to the corresponding function and type the new Hot Key. If you enter a Hot Key that's already been used, your Macintosh beeps. To remove a Hot Key, select the box next to the function and press Delete/Backspace.

This Hot Key…	Does this…
Open "Find…" dialog box	Opens the Find dialog box without having to choose "Find…" from a menu.
Turn Boomerang On/Off	Toggles Now Super Boomerang's on/off state without going to the control panel.
Go to next folder in recent list	In a directory dialog box, moves to the next folder in your list of recent folders in a directory dialog box and displays its contents.
Go to next file in recent list	In a directory dialog box, moves to the next file in your list of recent files. The folder shown changes if necessary, and the next-most-recent file is selected.
Mouseless Menus	In a directory dialog box, turns on the Mouseless Menus mode of Now Super Boomerang, which lets you select any menu item using the keyboard. When you activate Mouseless Menus, the most recently-used Now Super Boomerang menu is pulled down, with the pointer resting on the menu title. You can then use the up/down arrow keys to select items in a menu, or use the right/left arrow keys to pull down a different menu. Type the first letter of a desired menu item, and the pointer moves down to the first item beginning with that letter. To choose a menu item, select it and press Return or Enter. To turn off Mouseless Menus, click the mouse button or press Command-period.

Now Super Boomerang control panel

The Now Super Boomerang control panel lets you change many settings that affect Now Super Boomerang, particularly how files and folders are displayed in menus.


Opens the Define Hot Keys dialog box
Toggles the on/off state of Hot Help
Now Super Boomerang
Toggles the on/off state of Now Super Boomerang functions
Displays information about Now Super Boomerang and the people who worked on it.
Files shared among applications: 10
Files shown in the menus: 30
Folders shown in the menus: 30
Opens the Exclude dialog box to turn off Now Super Boomerang functions in specific applications
Lets you set preferences for Now Super Boomerang

This option...	Specifies...
Files shared among applications	The greatest number of shared files to be displayed in the DirectOpen submenu in applications. Shared files are recently-used files that can be opened by an application but were not created by it. For example, if you set this option to zero, Microsoft Word's DirectOpen submenu will display only recent Word documents. If you set it to 1 or more, however, the DirectOpen submenu will also list any recent MacWrite Pro and SimpleText documents (or other text-based files) as well as Word documents. For more information on sharing files among applications and other ways of doing so, see "Sharing and grouping files" later in this chapter.
Files shown in the menus	The greatest number of files to be displayed in all of Now Super Boomerang's recent file menus. The maximum number is 99.
Folders shown in the menus	The greatest number of folders to be displayed in all of Now Super Boomerang's recent folder menus. The maximum number is 99.

Excluding Now Super Boomerang from certain applications

The Exclude function lets you create a list of applications in which Now Super Boomerang will not be active. Setting up an exclusion list can be useful if you want to use only the basic methods for opening and saving files in a particular application.

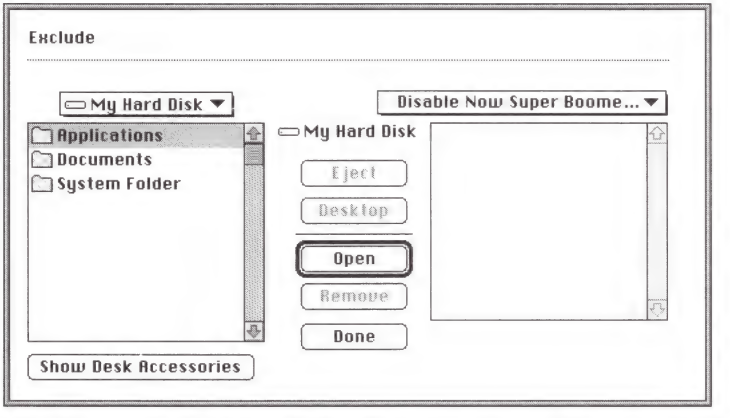
The Exclude dialog box also lets you disable the Re-Launch feature for selected applications. When Re-Launch is turned on in the Preferences dialog box (see "Now Super Boomerang preferences" later in this chapter), Now Super Boomerang remembers which documents were open when you last quit an application, and opens the same documents the next time you launch that application. If you turn on Re-Launch, you may find that there are some applications in which you don't want it active—the Exclude dialog box lets you turn it off selectively.

You can temporarily disable Re-Launch by holding down the Control key while you open an application.

To exclude an application or disable Re-Launch:

1. In the Now Super Boomerang control panel, click the "Exclude" button.

The Exclude dialog box opens.



2. From the pop-up menu at top right, choose the type of exclusion you want to set up.

Choose "Disable Now Super Boomerang" to exclude all Now Super Boomerang functions from an application; choose "Disable Re-Launch" to disable this feature only.

3. To add an application to the exclusion list, select it in the directory on the left, and click "Add."

If you want to exclude a desk accessory, click "Show Desk Accessories" and select the one to be excluded.

Repeat this step to add more applications to the list; you can remove an application from the exclusion list at right by selecting it and clicking "Remove."

4. When you're finished excluding applications, click "Done."

You're returned to the Now Super Boomerang control panel. The next time you open the excluded application, the Now Super Boomerang functions you excluded will not be active.

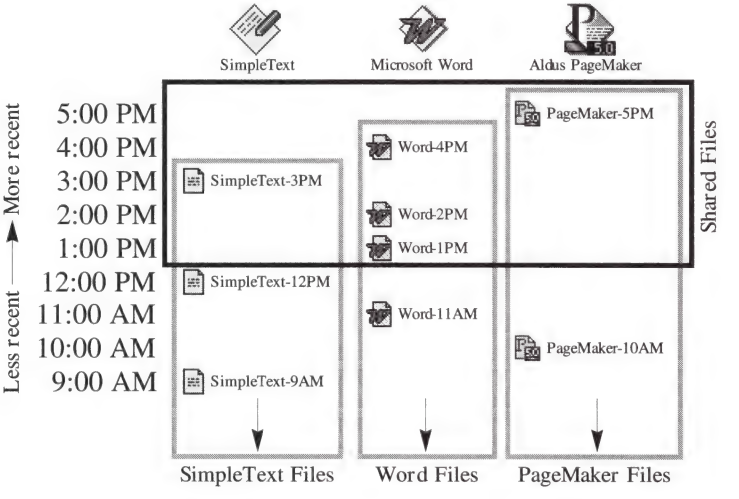
Sharing and grouping files

In general, Now Super Boomerang's default settings work well for nearly all users. If you have specialized or unusual needs, however, or just want to understand the details of how Now Super Boomerang tracks recent files and folders, you may want to read this section.

Now Super Boomerang provides a great deal of flexibility in letting you choose which recent files and folders will be displayed in the Now Super Boomerang DirectOpen submenu in applications and the recent file and folder menus in the enhanced directory dialog box.

Shared files

To help illustrate this flexibility, let's say you've opened and modified several documents in SimpleText, Microsoft Word, and PageMaker over the last eight hours. The filenames in the illustration below indicate when the files were modified and added to Now Super Boomerang's list of recent files. If "Files shared among applications" in the Now Super Boomerang control panel is set to zero, the DirectOpen submenu or the File menu in the directory dialog box for each application would show only those files listed directly below each application in the illustration (in the light-bordered boxes)—SimpleText would list only SimpleText files, Word would list only Word files, etc.



How Now Super Boomerang tracks files for applications

If "Files shared among applications" is set to 5, however, then the Now Super Boomerang menus in an application may list recent files that were created by other applications, but can be opened by the current application. The five files that would be eligible for sharing among the three applications under this setting are enclosed in the dark border in the illustration.

If we were to look at the DirectOpen submenu in Word, we would see that the "PageMaker-5PM" file wouldn't be included in the recent file list, even though it's one of the five eligible shared files—because Word can't open PageMaker files. Since it *can* open SimpleText files, however, the following files would appear in the list in chronological order:

- "Word-4PM"
- "SimpleText-3PM"
- "Word-2PM"
- "Word-1PM"
- "Word-11AM"
- and any other recent Word files, up to the limit set in the control panel for "Files shown in the menus."

Using the Shared Files option is convenient if you frequently use several applications to work on the same files. For example, you might write brief memos in SimpleText, but later want to include them in a Word document; or you might write an article using Word and later want to place it in a PageMaker publication.

You can adjust the number of shared files in the Now Super Boomerang control panel—just type the desired number in the "Files shared among applications" field. If you changed the number of shared files to 7, for example, then "SimpleText-12PM" would also appear in Word's list of recent files.

Groups

If you find you want to determine more specifically which shared files appear in the recent file menus, you can use the Groups function. Groups let you share more files among specific applications, and restrict more closely the kinds of files that are shared. When you set up a Group of multiple applications, you tell Now Super Boomerang to show the same list of recent openable files for all applications in the Group.

Referring back to the illustration, the default "Shared Files" settings would result in the applications' recent file lists appearing as follows:

SimpleText—"Shared Files" box + "SimpleText Files" box
Microsoft Word—"Shared Files" box + "Word Files" box
PageMaker ("Place..." submenu)—"Shared Files" box + "PageMaker Files" box

But what if you frequently use Word files in your PageMaker publications? This situation gives you access to only three Word files plus what may be an unwanted SimpleText file. You may be slowed down because you have to go to the directory dialog box to locate Word files that haven't been used recently enough to appear in the menus.

Using Groups, however, you could create one Group containing Word and SimpleText, and another Group containing Word and PageMaker. In this situation, the applications' recent file menus would appear as follows:

SimpleText—"Shared Files" box + "SimpleText Files" box + "Word Files" box
Microsoft Word—"Shared Files" box + "Word Files" box + "SimpleText Files" box + "PageMaker Files" box
PageMaker ("Place..." submenu)—"Shared Files" box + "PageMaker Files" box + "Word Files" box

Clearly, you have access to more shared files under these settings, because Groups allow you to share files among applications up to the limit set for "Files shown in the menus" in the control panel, rather than only within the "Shared Files" limit. When you include multiple applications in a Group, Now Super Boomerang includes files in the recent file menus of those applications based on which files were recently opened by any of them.

The folders displayed in the recent folder menus are the ones containing the recent files shown. In addition, however, a folder made permanent for one application in a Group is permanent for *all* applications in the Group. This allows you to share common folders among the applications. To set a default folder for a Group, you need to configure it as the default folder for each application in the Group separately.

To set up a Group:

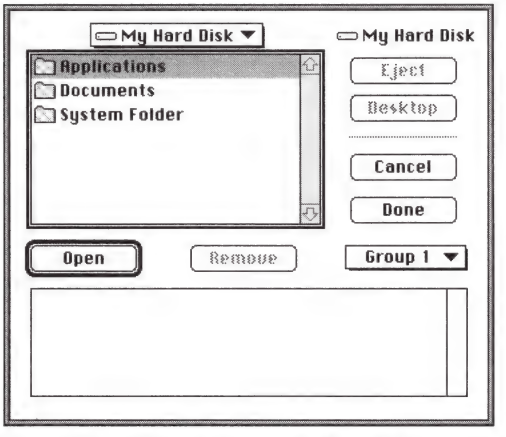
1. In the Now Super Boomerang control panel, click the "Preferences" button.

The Preferences dialog box opens.

2. Click "Groups..."

The Groups dialog box opens. Notice that the top portion is a standard directory dialog box. This is where you locate and select applications to be added to a Group.

The pop-up menu in the lower right of the dialog box offers a selection of seven Groups, plus a "Universal" Group (described later)—leave "Group 1" selected for now.



3. Locate and select an application that you want to add to this Group.

Locate the application using the directory dialog box, then select it.

4. Click "Add."

The application name now appears in the bottom portion of the dialog box.

5. Repeat steps 3 and 4 to add other applications to the Group.

To create additional Groups, select another Group from the pop-up menu and repeat steps 3 and 4.

6. **When you're finished setting up your Group(s), click "Done."**

   You're returned to the Preferences dialog box.

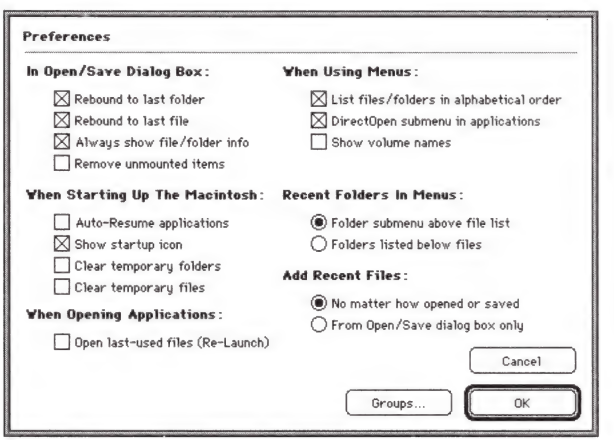
7. **Click "OK."**

   You're returned to the control panel; your Group settings are active immediately, without requiring a restart.

The last Group that appears on the pop-up menu in the Groups dialog box is "Universal." When you add an application to this Group, the Now Super Boomerang menus function somewhat differently. The recent file menus of an application included in the Universal Group will list any files opened by other applications, but other applications will not *list files opened by an application in the Universal Group.*

Now Super Boomerang preferences

The Preferences dialog box controls settings that affect Now Super Boomerang. To open this dialog box, click the "Preferences" button in the Now Super Boomerang control panel, or choose "Preferences..." from the Options menu in a directory dialog box.



This option...	Does this...
Rebound to last folder	Specifies that the last-used folder will open when you open a directory dialog box.
Rebound to last file	Specifies that the most recently-used file will be selected when you open a directory dialog box (instead of simply the first file or folder in the list).
Always show file/folder info	Specifies that information for the selected file or folder will always be displayed at the bottom of directory dialog boxes.
Remove unmounted items	Specifies that the names of recent files and folders stored on unmounted volumes will be removed from the menus when you restart.

continued on next page

This option...	Does this...
continued from previous page	
Auto-Resume applications	Specifies that all applications that were open when you last shut down or restarted your computer will be opened again at startup. If Re-Launch is also selected in this dialog box, the documents that were open in these applications when you shut down or restarted will be opened as well. *When Auto-Resume is activated, all applications and documents that were open when you last shut down or restarted your computer will be launched again at startup. For example, let's say you're creating a brochure using PageMaker, Microsoft Word and SuperPaint—all three applications are running, with several documents open. You shut down your Macintosh at the end of the day, and when you restart the next day, the same three applications will be opened, with the same documents open.* *Auto-Resume is also helpful on a PowerBook when you need to replace the battery—just shut down, replace the battery, and restart. All applications and documents that were open before you shut down will be running and available again automatically, so that you can immediately resume your work.*
Show startup icon	Specifies that the Now Super Boomerang icon will be displayed on the screen during startup.
Clear temporary folders	Specifies that all temporary folders will be removed from the recent folder menus at every startup, so that the folder list is blank except for any folders you've marked as permanent.
Clear temporary files	Specifies that all temporary files will be removed from the recent file menus at every startup, so that the file list is blank except for any files you've marked as permanent.
Open last-used files (Re-Launch)	Activates the Re-Launch function: Re-Launch remembers the documents that were open the last time you were using an application, and the next time you open the application, it opens those documents along with it.

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This option...	Does this...
continued from previous page	
List files/folders in alphabetical order	Specifies that recent files and folders will appear in alphabetical order, with permanent names listed at the top of the menus; when this option is deselected, files and folders appear in chronological order with the most recent items at the top of the menus. *Holding down the Command key when you pull down a Now Super Boomerang File or Folder menu temporarily switches between chronological and alphabetical order.*
DirectOpen submenu in applications	Specifies that the DirectOpen submenu will be attached to the "Open..." command in the File menu of all applications.
Show volume names	Specifies that the name of the volume on which an item is stored will be displayed to the right of the item's name in Now Super Boomerang menus. *Remember that even if you don't select this checkbox, you can always view an item's full pathname by highlighting the item and pressing the "P" or "W" key.*
Folder submenu above file list	Specifies that recent folders will be listed above recent files in the Now Super Boomerang menus. When this option is selected, the "Finder Items" menu and "Recent Folders" item (with an attached submenu) appear directly under "Open..." and "Find..." in these menus.
Folders listed below files	Specifies that recent files will appear directly below "Open..." and "Find..." in the Now Super Boomerang menus, with "Finder Items" and a list of recent folders below the recent files.
No matter how opened or saved	Specifies that Now Super Boomerang will keep track of all files, regardless of how they were opened.
From Open/Save dialog box only	Specifies that Now Super Boomerang will keep track only of files opened through a directory dialog box.
Groups...	Opens the Groups dialog box. See "Sharing and grouping files" earlier in this chapter for more information.

Chapter 10

Now WYSIWYG Menus

Now WYSIWYG Menus does a simple thing that you'll appreciate a *lot*—it makes fonts appear in their actual typefaces and unites font families in Font menus. You can rearrange the order of fonts in Font menus; change font color or size in Font menus; assign keyboard shortcuts to a font, style, or size; modify the name of a font family or style; and create custom Font menus for specific applications. Now WYSIWYG Menus is another Now Utilities component that you'll never want to be without.

Now WYSIWYG Menus is compatible with outline and bitmap screen fonts, TrueType™ fonts, Type 1 and Type 3 PostScript fonts, Adobe Multiple Master fonts, Adobe Type Manager™ (ATM), MasterJuggler, and Suitcase II.

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About fonts

This introductory section is intended to help you understand fonts so that you can better appreciate what Now WYSIWYG Menus does for you, and get more out of the component as a result.

Types of fonts

You will encounter one or more of the three types of fonts currently used on the Macintosh; namely, bitmap, TrueType, and PostScript fonts.

Bitmap or screen fonts are fixed-size fonts that describe each character as a grid of black and white dots (a bitmap). For each point size of the font you need a separate font file. To display 12-point Times, you need a 12-point Times bitmap file in your System Folder; to display 9-point Times, a 9-point Times file. These fonts appear onscreen and print at a maximum of 72 dots-per-inch (dpi) resolution. This is why they often have a slightly jagged appearance, especially at larger sizes.

TrueType fonts are scalable outline fonts developed by Apple for System 7. They describe each character as a mathematical formula that defines the character's shape and point size. You need only one TrueType Times font to display or print any point size of the Times font you wish. The fonts supplied with System 7 Macintosh software include TrueType fonts.

PostScript fonts comprise two elements: a fixed-size bitmap font file for the screen and a printer font file. If you choose a size for which you don't have a screen font, the font's screen appearance will be distorted. To scale PostScript screen fonts and maintain a quality appearance, you need ATM (Adobe Type Manager). With only a 10- and 12-point screen font (which provide the metrics for scaling the font to other sizes) and the printer font, ATM can display a font on your screen at any size without jagged edges. It also allows you to print PostScript fonts on non-PostScript printers.

Although you can use both TrueType and PostScript fonts, it's generally recommended that you use one or the other. This prevents possible problems should you switch to another startup disk that has different fonts installed and print a document. Also, using TrueType fonts when printing documents on a PostScript-capable printer can take longer and require more memory. As an extra precaution, you may want to remove any unused fonts from your System Folder. If you use a PostScript font and you have a TrueType font of the same name, the TrueType font takes precedence and will be displayed instead of the PostScript font, although the PostScript font will be printed when you use a PostScript-capable printer.

Font families

A font family is a set of variations of a single typeface that differ in terms of style or weight. A font family usually has at least two members: Roman (sometimes called Plain or Standard) and Italic (sometimes called Oblique). In addition to Plain and Italic, family members may vary by weight (Light, Book, Medium, Demi, or Bold), by spacing (Condensed or Expanded), or a combination of these, sometimes leading to huge font families. Generally, a variation in a font family is assigned a unique name. Because font vendors often use their own conventions to assign font family member names, your list of fonts can sometimes appear quite confusing in a standard Font menu.

Enhancing the Font menus

Once you've installed Now WYSIWYG Menus, you'll notice the enhanced appearance of the Font, Size, and Style menus in any application displaying these menus.

Font menu

The standard Font menu displays all font names in 12-point Chicago. Now WYSIWYG Menus displays the names of fonts in their actual typefaces, giving you an idea of what each font will actually look like in your document.

The standard Font menu scatters members of the same font families throughout the list because of naming variations in the fonts. Now WYSIWYG Menus organizes each font family under one family name and creates a submenu for the related typestyles. This results in a more orderly appearance and makes it easier to locate font family members.

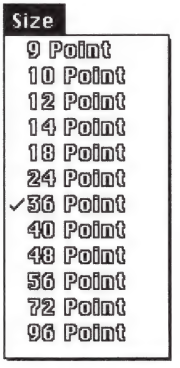
Standard Font menu

Now WYSIWYG Menus Font menu

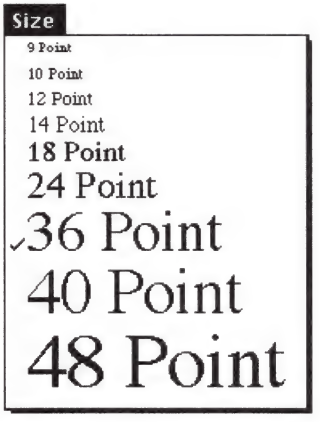
You can see how much easier it is with Now WYSIWYG Menus to select "Stone Sans Bold Italic" by going down the list alphabetically to "S," highlighting "Stone Sans" and then choosing "Bold Italic" from the submenu. Compare this to the standard Font menu, where you have to go down the list alphabetically to "B" and select "BI 2Stone Sans BoldItalic."

Size menu

The standard Size menu displays all point size numbers in 12-point Chicago. Now WYSIWYG Menus displays them in the currently-selected font, scaled accordingly. When Times is the currently-selected font, the menu item for 24 point appears in 24-point Times. This enables you to preview how a font looks at the available point sizes.



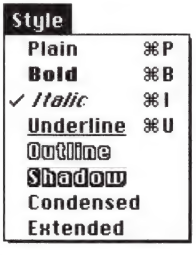
Standard Size menu



Now WYSIWYG Menus Size menu

Style menu

The Standard Style menu displays all of the styles in 12-point Chicago. Now WYSIWYG Menus displays the font styles in the currently-selected typeface with the corresponding styles applied. This way you can preview how a font looks in each of the available styles.



Standard Style menu

Now WYSIWYG Menus Style menu

Defining Hot Keys for font menu items

For easier access to a font, font size, or font style, you can assign a Hot Key to it by highlighting the menu item and typing a modifier key (Command, Option, Shift or Control) and a character (function keys can be used alone, as well). The Hot Key appears to the right of the menu item. If you define duplicate Hot Keys for two or more menu items in an application, only the most recently-defined Hot Key will take effect.

To remove a font Hot Key, highlight the menu item and press Backspace/Delete.

Besides assigning Hot Keys directly in the Font menus, you can assign them to fonts in the Now WYSIWYG Menus control panel. See "Using the Font Info dialog box" later in this chapter for more information.

Now Menus must be installed and running in order for you to assign and use font Hot Keys in Now WYSIWYG Menus. Now Menus can import and export font Hot Keys—see Chapter 3, "Now Menus," for more information.

Customizing Font menus in specific applications

While many use Now WYSIWYG Menus' default settings to enhance the Font menu in all applications, you can also create special Font menu settings for specific applications. You can reorder fonts in the menu, change the display point size and color for individual fonts, and omit fonts from the menu. This last feature is useful when you have many fonts installed in your System Folder but tend to use only a handful within certain applications.

For example, when you're simply writing letters and memos in a word processing application, you may use no more than two fonts. In this situation, choosing the font you want is harder because you have to scroll through all the fonts you won't use anyway. On the other hand, when you use a desktop-publishing application to create newsletters and brochures, you probably prefer to have all of your installed fonts available. Now WYSIWYG Menus lets you specify which fonts are available on an application-specific basis, so you can customize the Font menu to suit your varying needs.

Now WYSIWYG Menus also lets you modify a font's family name and style name. You can use this feature to modify font names when Now WYSIWYG Menus cannot correctly identify or display them, or to customize font names in all main font menus and submenus.

Isolating damaged fonts

For a variety of reasons, fonts can become damaged and cause system errors. Now WYSIWYG Menus constantly monitors the fonts in your system and helps you isolate damaged fonts. Should a system error occur when loading a font at startup or at another time, Now WYSIWYG Menus isolates and disables it. If the font is in a suitcase file, all other fonts in the suitcase file are also disabled. The next time you restart your Macintosh, Now WYSIWYG Menus tells you the name of the damaged font. You should then remove or reinstall the damaged font to avoid another system error. If the font continues to cause problems after being reinstalled from the master disk, contact the font's vendor for more information.

Setting options for Font menus

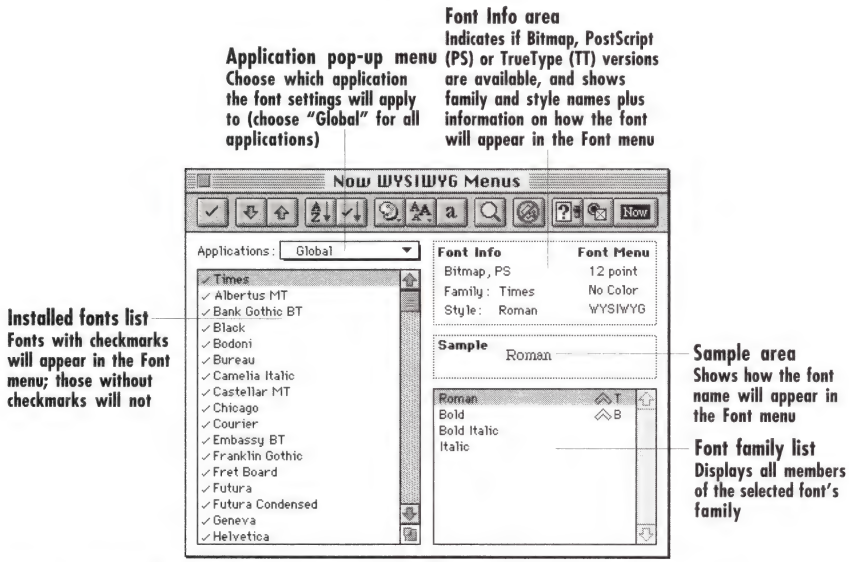
It's easy to change the appearance of your Font menus using the Now WYSIWYG Menus control panel. It provides options for reordering the fonts in your menus and setting special colors for fonts, as well as changing font family and style names and other specialized functions.

Setting basic Font menu options

In the Now WYSIWYG Menus control panel, you can rearrange fonts, determine whether or not a particular font appears in its actual typeface, and specify which font names and font colors appear.

To customize Font menus for applications:

1. **Open the Now WYSIWYG Menus control panel.**



2. **Using the "Applications" pop-up menu, specify where you want the control panel settings to apply.**

To apply the settings...	Choose...
To all applications	**Global**
To a single application	The name of the application
To an application not on the menu	**Edit...** In the Application Font Settings dialog box that appears, click "New." Then select the application and click "Open." The application now appears in the "Applications" menu.

You can add an application to the menu with the same custom Font menu settings as another application by opening the Application Font Settings dialog box, selecting the application whose Font menu settings you want to copy, clicking "Duplicate" in the Application Font Settings dialog box, and then selecting the new application and clicking "Open." To delete an application from the list, select an application in the Application Font Settings dialog box and click "Delete."

3. Select a font and then specify settings for it.

In order to...	Click the...
Include a font in a menu	"Select Font" button or double-click the font name.
	A checkmark next to a font name indicates the font will appear in the Font menu.
Move a font down in the list	"Move Font Down" button, or drag the font to the desired location.
Move a font up in the list	"Move Font Up" button, or drag the font to the desired location.
Select color of name in menu	"Select Font Color" button and choose a color from the pop-up menu.
	Since this option is not available on black-and-white Macintosh systems, the Color pop-up menu isn't available in the control panel.
Select point size of name in menu	"Change Point Size" button and choose a size from the pop-up menu.
Turn WYSIWYG display on/off	"Change WYSIWYG State" button.
	You may want to turn off WYSIWYG display for fonts consisting primarily of symbols, such as Zapf Dingbats, Universe, or Symbol fonts, as their names will appear in these symbols otherwise.
Open Font Info dialog box	"Font Info" button (or click the Font Info area at upper right); see the next section, "Using the Font Info dialog box."

4. Repeat step 3 as necessary for other fonts.

5. When you're finished setting options for fonts, sort your font list if you wish.

In order to...	Click the...
Sort all fonts alphabetically	"Sort Fonts" button
Sort selected fonts	"Sort Selected Fonts" button

6. Close the Now WYSIWYG Menus control panel.

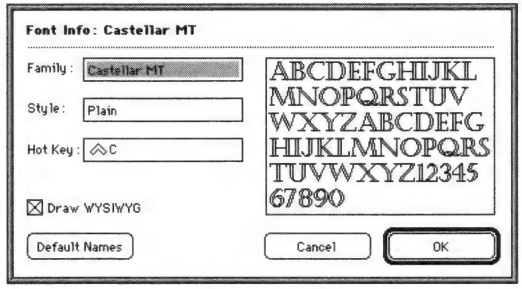
Your new Font menu settings are saved.

Using the Font Info dialog box

The Font Info dialog box displays a sample of the selected font and lets you change the font's family and style names. By changing font family and style names, you can group together fonts that are similar or are used for similar purposes. For example, you could create a family called "Fun Fonts" with members such as San Francisco and Cairo; or a family called "Monospaced" that contains the monospaced fonts Courier and Monaco.

To illustrate the latter example, you could select the Courier font in the control panel (if the font has multiple family members, select the family member that you want to modify from the list at bottom left) and click the "Font Info" button to open the Font Info dialog box. Change the Family name to "Monospaced," and change the Style name (Plain) to "Courier." Click "OK" to return to the control panel and repeat the procedure with any other fonts you want to include in the new font family (such as Monaco, for example).

The new font family name now appears in the font menu with Courier, and any other fonts you added, grouped in the submenu attached to the "Monospaced" menu item. The family name appears in the font that's at the top of the list of font family members. You can change the font display size and color to whatever you like.



This option...	Does this...
Family	Displays the font family name; change it by selecting it and typing.
	You can reduce the overall width of the Font menu by decreasing the number of characters in the longest font names.
Style	Displays the font style name; change it by selecting it and typing.
Hot Key	Lets you define a Hot Key for choosing the font name and style; click in the field and type the desired key combination. As long as Now Menus is running, you can use Hot Keys to select fonts. To remove the Hot Key, select it and press Delete/Backspace.
	You can also assign Hot Keys to fonts directly in the Font menu, as long as Now Menus is running. To assign a Hot Key this way, highlight the font in the menu and press the desired key combination—the Hot Key appears next to the font name on the menu. See "Assigning Hot Keys directly in menus" in Chapter 3, "Now Menus" for details.

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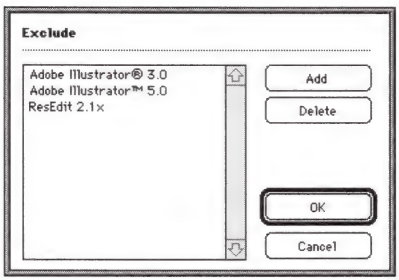
This option...	Does this...
continued from previous page	
Sample Area	Displays the upper- and lower-case alphabet and the numbers 0-9 in the selected font.
Default Names	Resets the font's Family and Style names to their original names if they have been changed.

Excluding Now WYSIWYG Menus from applications

By default, Now WYSIWYG Menus displays custom Font menus in all applications. To display only the standard 12-point Chicago Font menus in a particular application, you must add it to the Now WYSIWYG Menus excluded applications list.



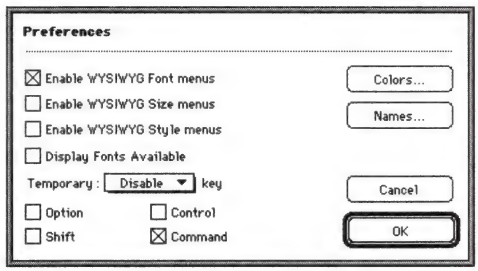
To open this dialog box, click the "Exclude Apps" button in the control panel. In the dialog box that appears, click "Add," locate and select the desired application in the directory dialog box, then click "Open." The name of the application now appears in the Exclude dialog box.

To remove an application from the exclusion list, select it and click "Delete."

To temporarily disable Now WYSIWYG Menus in an application, hold down the Command key while pulling down a Font, Font Size or Font Style menu—the items in the menu will be displayed in the standard Chicago 12-point type. (The Command key is the default key used to temporarily disable Now WYSIWYG Menus. You can change this setting in the Preferences dialog box.)

Now WYSIWYG Menus preferences

The Preferences dialog box lets you modify many default settings for Now WYSIWYG Menus. To open the Preferences dialog box, click the "Preferences" button in the Now WYSIWYG Menus control panel.



Basic preferences

This table lists and explains the options available in the main Preferences dialog box.

This option...	Lets you...
Enable WYSIWYG Font menus	Specify that fonts will appear in the Font menu in their actual typefaces. When deselected, the font names in the Font menu appear in the Chicago font.
Enable WYSIWYG Size menus	Specify that the numbers representing the available point sizes in the Size menu will appear in the currently-selected typeface scaled to their corresponding point sizes. For example, if the currently-selected font is Times, the point size number for 24 point appears in Times 24 point. This way you can preview how a font looks at different point sizes.
Enable WYSIWYG Style menus	Specify that the styles in the Style menu will appear in the currently-selected typeface.
Temporary Enable/Disable key	Change the key combination that temporarily enables or disables Now WYSIWYG Menus from within an application. If you choose "Disable" from the pop-up menu (the default), Now WYSIWYG Menus will be active at all times, unless you hold down the key specified here just before pulling down a Font, Size or Style menu—then these menus will appear in Chicago 12 point. If you choose "Enable" from the pop-up menu, Now WYSIWYG Menus will be inactive at all times so that Font menus appear in Chicago 12 point, unless you hold down the specified key just before pulling down a menu—then Font menus will appear in the actual typefaces.

continued on next page

This option...	Lets you...
continued from previous page	
Display Fonts available	Specify that the Now WYSIWYG Menus control panel will display only currently-available fonts in its font list. When this option is not selected, Now WYSIWYG Menus will display all fonts it has encountered on your system, whether or not they are currently installed.
Colors...	Open a dialog box to customize the eight colors (and their names) available for assigning to fonts. See the next section, "Customizing font colors."
Names...	Open a dialog box to add to the menu names that Now WYSIWYG Menus recognizes as Font menus. See "Identifying Font menu names" later in this chapter.

Customizing font colors

If you're using a color Macintosh, you can customize the eight system colors and names that are available in Now WYSIWYG Menus.

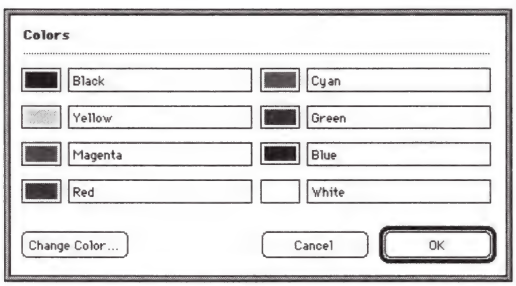
To customize colors in Now WYSIWYG Menus:

1. **Click the "Preferences" button in the control panel.**

   The Preferences dialog box opens.

2. **Click "Colors..." in the Preferences dialog box.**

   The Colors dialog box opens.



3. **To change the name of a color, select the corresponding text field and type.**
4. **To change a color, click the corresponding color square (or click in the color's name field and then click "Change Color...").**

   The standard system color wheel appears.

5. **Select a new color and click "OK."**

   You're returned to the Colors dialog box.

6. **Click "OK" to return to the Preferences dialog box.**

7. Click "OK."

You're returned to the control panel, where you can select font colors for a selected font from the "Select Font Color" pop-up menu.

Identifying Font menu names

Many applications display fonts in the Font, Size, and Style pull-down menus. Some applications display fonts in pull-down or pop-up menus with different, nonstandard names, such as Text, Format, or Display Size. Now WYSIWYG Menus needs to know the names of these menus in order to display custom Font menus.

Now WYSIWYG Menus already contains a list of frequently used pull-down and pop-up menu names for application font menus. If you encounter an application in which Now WYSIWYG Menus doesn't seem to function, however, you may need to specify different font menu names by adding them to this list.

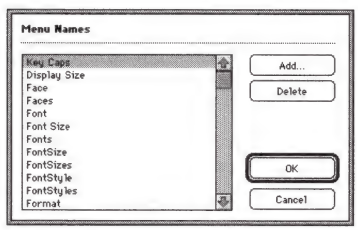
To add font menu names to Now WYSIWYG Menus:

1. Click the "Preferences" button in the control panel.

The Preferences dialog box opens.

2. Click "Names..." in the Preferences dialog box.

The Menu Names dialog box opens.



3. Click "Add."

A dialog box opens where you can type the new menu name.

4. Enter the menu name that you want to add, then click "OK."

You can delete a menu name from the list by selecting it and clicking "Delete." However, avoid deleting a name unless you are sure that it does not appear in any of the applications you presently run or plan to run in the future.

5. Repeat steps 3 and 4 to add any more menu names to the list.

6. Click "OK."

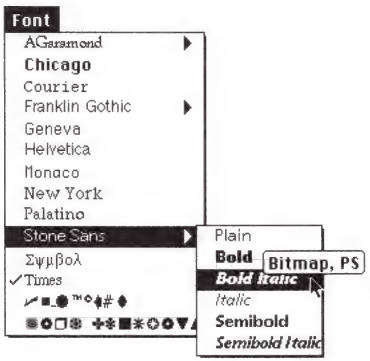
You're returned to the Preferences dialog box.

7. Click "OK."

You're returned to the Now WYSIWYG Menus control panel.

Checking available versions in the Font menu

In addition to viewing information on fonts in the Now WYSIWYG Menus control panel, you can also find out quickly in a Font menu which versions of a particular font are installed. To do so, just highlight the font in the Font menu and press the tilde key (~)—a text area pops up, showing you whether the font is available in TrueType (TT), PostScript (PS) or bitmap versions.



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Please Tell Us What You Think!

Now Utilities

Once you've had an opportunity to use Now Utilities, we'd like to know how you think we can make it better.

Do we mean it?

Of course we do! Virtually every feature in Now Utilities began life as a request from a customer just like you!

What should you do?

Remove this form by tearing along the perforated line to the left, fill out the information requested below, tape the form closed and mail it back to us.

Name _____ Title _____

Organization _____

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City _____ State/Providence _____ Zip Code/Postal Code _____

Daytime Phone _____ Fax _____

E-Mail _____ CIS _____ AOL _____ eWorld _____ Internet _____ Other _____

(Fold & tape all sides please)

My suggestion is a:

☐ New feature idea ☐ New component idea ☐ Feature modification idea ☐ Entirely new idea

My suggestion relates to:

☐ All Now Utilities ☐ Now Menus ☐ Now QuickFiler ☐ Now Save
☐ Now Startup Manager ☐ Now Super Boomerang ☐ Now WYSIWYG Menus ☐ Now Profile
☐ Now Scrapbook ☐ Now FolderMenus ☐ Apple's System Software ☐ Now Installer

Please rank the Now Utilities components in order of usefulness (1= most useful, 9= least useful):

__ Now FolderMenus __ Now Menus __ Now QuickFiler __ Now Save
__ Now Startup Manager __ Now Super Boomerang __ Now WYSIWYG Menus __ Now Profile
__ Now Scrapbook

Please rate the Now Utilities documentation in terms of how well it helped you to use the software successfully (1= not very helpful, 9= very helpful): __

Comments:

No compensation will be awarded for suggestions.

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Now Utilities

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Quick tips for getting the most from Now Utilities 5.0!

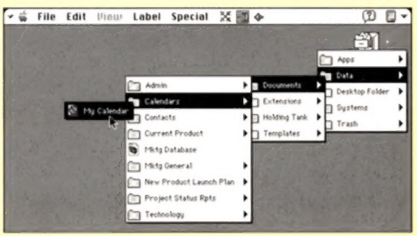
The menu at the top of your screen gives you access to the Now Utilities components so you can configure them the way you want.

Now FolderMenus

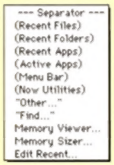
Your best ally in the battle for a tidy desktop! Navigate instantly through your folders to drag files where they belong, instead of leaving them to clutter your desktop. Hold down the Option key to copy items instead of moving them, just like the Finder.

Now Menus

Open the Now Menus control panel and click the button at right to create your own Custom Menus: they're great for projects, and getting directly to folders buried deep inside file servers. And check out the Smart Items: they expand into powerful productivity tools!



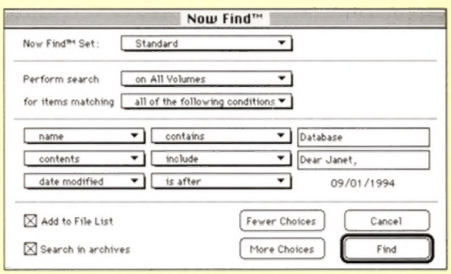
Click this button in the Now Menus control panel to create your own Custom Menus



Choose Smart Items from this pop-up menu

Now QuickFiler

Just press ⌘-F to find files using any of 13 different attributes, search for a particular phrase within files—even inside compressed archives! Plus, with Now Find you can save and re-use search setups again and again…



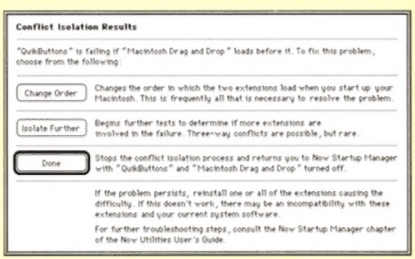
With up to 10 different criteria, you can truly find a needle in a haystack!

Now Save

Don't despair if your Mac crashes before you save your work! Just pop open the Saved Work Folder inside your System Folder. You'll find your last week's keystrokes are backed up in there, so you can cut and paste the text right back into your document, saving hours of frustration!

Now Startup Manager

Sometimes, when you install new extension software, your Mac starts misbehaving. For a fast solution, open Now Startup Manager from the Now Utilities menu and drag the new extension to the top or bottom of the list, and restart. If that doesn't fix things right away, just let Now Startup Manager's automatic Conflict Isolation do the detective work for you!


Conflict Isolation Results
"QuikButtons" is failing if "Macintosh Drag and Drop" loads before it. To fix this problem, choose from the following:
Change Order
Changes the order in which the two extensions load when you start up your Macintosh. This is frequently all that is necessary to resolve the problem.
Isolate Further
Begins further tests to determine if more extensions are involved in the failure. Three-way conflicts are possible, but rare.
Done
Stops the conflict isolation process and returns you to Now Startup Manager with "QuikButtons" and "Macintosh Drag and Drop" turned off.
If the problem persists, reinstall one or all of the extensions causing the difficulty. If this doesn't work, there may be an incompatibility with these extensions and your current system software.
For further troubleshooting steps, consult the Now Startup Manager chapter of the Now Utilities User's Guide.

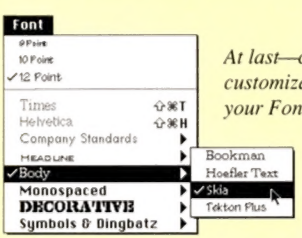
With Now Startup Manager, extension conflicts are quickly identified—and solved with one click!

Now Super Boomerang

In Open and Save dialogs, you can jump directly to recently-used folders and files, thanks to Now Super Boomerang. But did you know you can also perform fast Finds from right inside those dialogs? The "Edit…" command under the Options menu even lets you copy, rename and delete files—all without closing the dialog and going back to the Finder!

Now WYSIWYG Menus

With Now WYSIWYG Menus, font families are automatically grouped; but you can also prioritize your most-used fonts just by dragging them up to the top in the Now WYSIWYG Menus control panel. Even better, by renaming related fonts within the control panel, you can organize all those "Body" and "Headline" fonts into convenient submenus!



At last—complete customization of your Font menus!